

The page features a decorative design with several overlapping orange circles of varying sizes and shades, and thin orange lines that intersect and extend across the page. One large circle is in the top right, a smaller one is below it, and another large one is in the bottom right corner. Lines also extend from the top left towards the center.

Sanitation Procedure Manual

Purpose of the sanitation procedure manual is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

National Pecan Shelling Operations LLC (Fabens Plant)

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SANITARY OPERATIONS

Sanitation is an integral part of the total quality system employed at National Pecan Shelling Operations LLC. Regular Daily cleaning and routine weekly cleaning and maintenance of all our equipment are performed to insure our customers of the highest quality pecans in the industry. There are four basic reasons for preventive cleaning and sanitation at any food production facility.

Legal- Federal and State Regulations require that we produce our products in a sanitary manner. Specifically the **Food, Drug, and Cosmetic Act of 1938** focused on adulterated or misbranded product and patent medicines. **Section 402 (a)(3)** states that; *A food shall be deemed to be adulterated if it consists in whole or in part of any filthy, putrid, or decomposed substance, or if it is otherwise unfit for food for food.* **Section 402 (a) (4)** states that; *A food shall be deemed adulterated if it has been prepared packed or held under unsanitary conditions where by it may have been rendered injurious to health.* These regulations provide the government with the right to enforce and uphold these statutes in order to insure the health and safety of the general public.

Moral- As a food processor, we have an ethical duty to provide our customers with a product that is safe and wholesome for our and their consumers. WE would expect nothing less of those who produce the food that our families consume.

Consumer Acceptance- The public is the driving force behind any type of food manufacturing company. It is our responsibility to produce a product that is attractive to our consumers and that will encourage return business.

Economic- Our jobs are dependent on how well we function in the market place. Any adverse publicity can permanently damage our reputation. Poor Quality product, adulterated product, unsafe product or the perception of any of these can greatly affect consumer confidence. As the leader in the pecan industry, we should set the standard for our industry.

PROGRAM OBJECTIVES

Our sanitation program has four basic objectives:

- Reduce our prevent contamination of our product from microbes, pest activity or foreign materials
- Improve the overall efficiency of the production process
- Enhance the persona safety of our consumers and our employees
- Reduce the costs of production by reducing equipment damage and production downtime

By meeting these objectives we can greatly enhance both our final product and the overall work environment of our employees. To help our employees meet these objectives, we have established policies that direct our actions during the course of our daily activities. Adherence to these policies is a requirement of employment, not an option. Training in these areas is mandatory and

will be conducted by the Quality Assurance Department. The sanitation supervisor prior to beginning work on a specific task will conduct all on-the-job training.

POLICIES EFFECTING SANITATION OPERATIONS

Good Manufacturing Practices (GMP)- The GMP's are those guidelines by provision that explain and direct behavior, practices, environment, personnel, sanitation, food safety, and maintenance during the production of a safe and wholesome product.

Master Cleaning Schedule - Master cleaning schedules are in place for the cleaning of all areas equipment and utensils. The schedules are maintained by the quality assurance supervisor.

Equipment & Utensil Cleanliness- Equipment and utensils are to be of a clean design. Equipment is to be installed in a manor to prevent contamination and allow easy access for cleaning. Closed systems are to be maintained whenever possible. Utensils are to be designated for use only in one area of the plant and are not to be used in our moved to other areas.

Preventive Maintenance- All buildings and fixtures in the facility will be maintained in an appropriate manor to promote a safe work environment for the production of food products and for personnel safety. A proactive routine of inspection, maintenance, and repair is currently used to facilitate this operation.

Chemical Control- A chemical control plan and a hazard communication plan are the guidelines by which we regulate chemicals used within the plant environment. These plans define the responsibilities, procedures, and processes to be followed by plant personnel.

Chemical Segregation- All chemicals at this facility are to be segregated from the production areas. Designated storage areas for chemicals are to be maintained in order to assure that there is no accidental contamination of our products. The chemical hygiene plan is currently used to monitor chemical usage and distribution within the facility.

Integrated Pest Management- Integrated Pest Management is the combination of using sanitation and Pest Control as a preventative measure to eliminate product adulteration. Sanitation is the major step in IPM. Cleaning schedules are present for each department and are used as a double check system before authorized release. Pest control employees a system of routine inspections residual spraying, Vector lights, internal tin cats and external rodent bait stations.

Allergen Control Policy- We currently have two major allergens within our facility. Pecans are a natural allergen and are our major product. The other allergen that we have to be aware of is the butter used in the buttered roasted and salted products. The roasting process is conducted in a separate area segregated from the main production area. All equipment in the roasting area is dedicated to this area. Personnel in this area are trained not to remove any equipment from this area and a dedicated wash down area is located in the roasting area. Production runs that include butter are performed at the end of the day after any our roasting only runs are completes. Thorough clean out of the equipment is performed between butter/non-butter runs and when oil type change occurs.

Standard Operating Procedure

Title: Inshell Sizer

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
Cleaning	FS Process Cleaner, can be used (Morado Super Cleaner)	Ambient	Brush, Wipe and Rinse
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.

1. Follow the Color Coding System when cleaning
2. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
3. Clean hoppers with a dilute FS Process Cleaner, can be used (Morado Super Cleaner), can be used (Morado Super Cleaner), rinse with water (inside) (Weekly Schedule)
4. Clean feeders with a cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Daily Schedule)
5. Clean super sac beam with water, scrub with brush and FS Process Cleaner, rinse again with water and wipe dry (Weekly Schedule)
6. Air blow tumbler, wash with water and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
7. Clean control panel with a clean dry cloth (Weekly Schedule)
8. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, rinse with water, then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Pre-start-up, Daily and Weekly Schedule)
9. Air blow and wash Inshell Sizer using the pressure hose and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
10. Sweep floors and keep clean at all times (Daily Schedule)

Standard Operating Procedure

Title: Pin Picker / Destoner

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Brush, Wipe and Rinse
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.

1. Follow the Color Coding System when cleaning
2. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
3. Clean hoist with a wet cloth and FS Process Cleaner, rinse with water, then dry with a clean cloth (Weekly Schedule)
4. Clean the hopper with a wet cloth and FS Process Cleaner (inside/outside), rinse with water and dry with clean cloth and TM 70 Sanitizer (inside) (Weekly Schedule)
5. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Daily Schedule)
6. Clean “Pin Picker” using the pressure water hose and dry with a clean cloth (Weekly Schedule)
7. Clean the cracks pipe and super sac beam using the pressure water hose and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
8. Wash water tanks and baskets with water, scrub with brush and FS Process Cleaner, and rinse with water.
9. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, rinse with water, and then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Weekly Schedule)
10. Clean the electrical panel with a clean dry cloth (Weekly Schedule)

11. Sweep floors and sanitize FS Process Cleaner solution. Keep clean at all times (Daily Schedule)

Standard Operating Procedure

Title: Hot Water Sanitizer (Blanching)

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Brush, Wipe and Rinse
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.

1. Follow the Color Coding System when cleaning
2. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
4. Wash tanks and baskets with water, scrub with brush and FS FORMULA, and rinse with water. Fill tank with fresh clean water. (Weekly Schedule)(when needed)
5. Clean everything with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
6. Clean extractor with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
7. Clean pipes with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
8. Clean electrical panel with a clean dry cloth (Weekly Schedule)
9. Clean the water softener tank with a wet cloth and FS Process Cleaner, and rinse with water and dry with a clean cloth (Weekly Schedule)
10. Clean walls with a wet cloth and FS Process Cleaner and rinse with water and dry with a clean cloth (Weekly Schedule)
11. Clean overheads with a clean dry cloth (Weekly Schedule)
12. Wash the drain cover, remove the cover and wash inside with FS Process Cleaner and rinse with water (Weekly Schedule)



13. Sweep and mop floors with a concentrated Zep Flash. Keep clean at all times (Pre-start-up, Daily Schedule).

Standard Operating Procedure

Title: Crackers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

1. Follow the Color Coding System when cleaning
2. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
3. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, rinse with water, then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Pre-start-up, Daily and Weekly Schedule)
4. Airblow crackers from top to bottom, Clean inside and out with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
5. Remove sheller covers and clean the interior and the rings with a clean dry cloth (Weekly Schedule)
6. Clean sizer with a wet cloth and FS Process Cleaner (interior/exterior) and rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
7. Clean chutes with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
8. Clean blower cylinder with a wet cloth and FS Process Cleaner (interior/exterior) , rinse with water, and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
9. Wash screens with hot water and FS Formula solution, rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
10. Clean walls with a wet cloth and FS Process Cleaner, rinse with water, and sanitize with 100 – 200 ppm chlorine solution and dry with a wet cloth with (Weekly Schedule)
11. Clean overheads with a clean dry cloth (Weekly Schedule)
12. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)

13. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
14. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule).

Standard Operating Procedure

Title: Breaker

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
3. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior) , rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeders with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean sizer/breaker with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
6. Clean electrical panels with a clean dry cloth (Weekly Schedule)
7. Clean walls with a wet cloth and FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
8. Clean overheads with a clean dry cloth (Weekly Schedule)

9. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
10. Sweep and mop floors with a concentrated FS Process Cleaner. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Breaker

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
 - Use lockout / tag-out as required by plant procedures.
 - Use Confined space entry as required by plant procedures when entering these areas.
 - Use caution when walking on wet floors.
 - Read and understand all product labels and Material Safety Data Sheets (SDS).
-

ONLY IF APPLICABLE

11. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
12. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, rinse with water, then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Pre-start-up, Daily and Weekly Schedule)
13. Wash screens with hot water and FS Formula, rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Sheller

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Remove top and side covers of the sheller
3. Using an air hose, blow the reel thoroughly to remove any loose debris
4. Replace the side and top covers
5. Blow the edges under the sheller to remove any build up that may have accumulated
6. Wipe the outside of the sheller and framework using ZEP Process Cleaner (weekly schedule)
7. Clean walls with a wet cloth and FS Process Cleaner, rinse with water, and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
8. Clean overheads with a clean dry cloth (Weekly Schedule)
9. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
10. Sweep and mop floors with a concentrated ZEP Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Vacuum Pack

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean vac-pac machine with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
3. Airblow inside the machine and clean with a clean cloth (Pre-start-up, Daily Schedule)
4. Clean forks in the machine with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean nitrogen tanks with a clean cloth (Pre-start-up, Daily Schedule)
6. Clean filters with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
7. Clean motor with a clean dry cloth (Weekly Schedule)
8. Clean foot pedal with a wet cloth and FS Process Cleaner, , rinse with water (Weekly Schedule)

9. Clean packing table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
10. Clean scoop with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
11. Clean tape machine with a wet cloth and FS Process Cleaner and rinse with water. Fill with fresh water (Pre-start-up, Daily Schedule)
12. Clean box carts with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
13. Clean walls with a wet cloth and FS Process Cleaner, rinse with water, and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
14. Clean overheads with a clean dry cloth (Weekly Schedule)
15. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
16. Sweep and mop floors with a concentrated FS Process Cleaner and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: BHT Machine

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
3. Clean hopper with a wet cloth and FS Process Cleaner (interior/exterior), dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean "tumbler" with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
6. Clean BHT hose with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
7. Clean pipes and motor with a clean dry cloth (Pre-start-up, Daily Schedule)
8. Clean filters with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
9. Clean monitor with Zep 40 and a clean cloth (Pre-start-up, Daily Schedule)
10. Clean packing table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
11. Clean scoop with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
12. Clean tape machine with a wet cloth and FS Process Cleaner and rinse with water. Fill with fresh water (Pre-start-up, Daily Schedule)
13. Clean box carts with a wet cloth and FS Process Cleaner and rinse with water(Weekly Schedule)

14. Clean walls with a wet cloth and FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
15. Clean overheads with a clean dry cloth (Weekly Schedule)
16. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Blowers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner, rinse with water (Weekly Schedule)
3. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeders with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

5. Clean blower cylinder with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
6. Wash screens with hot water and FS FORMULA , rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
7. Airblow blower wheel and clean with a clean cloth (Pre-start-up, Daily Schedule)
8. Clean electrical panels with a clean dry cloth (Weekly Schedule)
9. Clean walls with a wet cloth and FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
10. Clean overheads with a clean dry cloth (Weekly Schedule)
11. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
12. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
13. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Sizers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner, rinse with water, (Weekly Schedule)
3. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeders with a wet cloth and FS Process Cleaner, rinse with water, dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean sizer with a wet cloth and FS Process Cleaner (interior/exterior) and rinse with water, dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
6. Clean chutes with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

7. Wash screens with hot water and FS FORMULA , rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
8. Clean electrical panels with a clean dry cloth (Weekly Schedule)
9. Clean walls with a wet cloth and FS Process Cleaner rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth with water (Weekly Schedule)
10. Clean overheads with a clean dry cloth (Weekly Schedule)
11. Clean air ducts with a wet cloth and FS Process Cleaner rinse with water and dry with a clean cloth (Weekly Schedule)
12. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
13. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Eye Machines/ Satake (Scan Master)

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
3. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeders with a wet cloth and FS Process Cleaner and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Airblow machine and clean with a clean dry cloth (use FS Process Cleaner and rinse if necessary) (Pre-start-up, Daily Schedule)
6. Clean behind the machine with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
7. Airblow electrical panels on both sides of the machine (Yearly Schedule)
8. Clean monitors with Zep 40 and a clean cloth (Pre-start-up, Daily Schedule)

9. Clean walls with a wet cloth and FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
10. Clean overheads with a clean dry cloth (Weekly Schedule)
11. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
12. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
13. Sweep and mop floors with a concentrated Zep Flash. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Belt Machines

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean barrel dump and all cables with a wet cloth and FS Process Cleaner, rinse with water (Weekly Schedule)
3. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water, dry with a clean cloth and *TM 70 Sanitizer* (interior/exterior) (Pre-start-up, Daily Schedule)
4. Clean feeders with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth and *TM 70 Sanitizer* (Pre-start-up, Daily Schedule)
5. Airblow machine and clean with a clean dry cloth (use FS Process Cleaner and rinse if necessary) (Pre-start-up, Daily Schedule)
6. Clean behind the machine with a wet cloth and FS Process Cleaner, rinse with water, and dry with a clean cloth (Weekly Schedule)
7. Airblow electrical panels on both sides of the machine (Yearly Schedule)
8. Clean walls with a wet cloth and FS Process Cleaner, rinse with water, and sanitize with a 100 – 200 ppm chlorine solution and dry with a clean cloth (Weekly Schedule)
9. Clean overheads with a clean dry cloth (Weekly Schedule)
10. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
11. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with



- water and dry with a clean cloth and *TM 70 Sanitizer* (Weekly Schedule)
12. Sweep and mop floors with a concentrated Zep Flash. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Batch Dryers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.

Clean hoist with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)

Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)

Airblow the bottom section and clean with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Pre-start-up, Daily Schedule)

Clean behind the machinery with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)

Clean walls with a wet cloth and FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution and dry with a wet cloth with water (Weekly Schedule)

Clean overheads with a clean dry cloth (Weekly Schedule)

Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)

Sweep and mop floors with a concentrated Zep Flash and rinse with water.
Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Packing Station

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the packing operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean packing table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
3. Clean scoop with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
4. Clean tape machine with a cloth wet with FS Process Cleaner and rinse with water. Fill with fresh water (Pre-start-up, Daily Schedule)
5. Clean wax paper container with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
6. Wash stencils with hot water and FS Process Cleaner and dry with a clean cloth (Pre-start-up, Daily Schedule)
7. Wash basket from the inedible container with hot water, use brush with FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
8. Clean box carts and super sac beam with a wet cloth with FS Process Cleaner and rinse with water (Weekly Schedule)
9. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)

Standard Operating Procedure

Title: QC Inspection Tables

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the dumping operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean hoppers with a cloth with FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. Clean walls with a cloth with FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm solution of chlorine and dry with a wet cloth with water (Weekly Schedule)
4. Clean overheads with a clean dry cloth (Weekly Schedule)
5. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
6. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up and Daily Schedule)

ONLY IF APPLICABLE

7. Clean hopper at the QC Table with a cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
8. Clean QC Table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
9. Clean chute on QC Table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
10. Clean lamps on QC Table with a clean dry cloth (Make sure they are shatter-shield) (Pre-start-up, Daily Schedule)
11. Clean QC Table speed controllers with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)

Standard Operating Procedure

Title: Inspection Tables

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Inspectors to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.

ONLY IF APPLICABLE

2. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and 10 (Pre-start-up, Daily Schedule)
3. Clean sizer with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
4. Wash screens with hot water and FS Formula, rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean lamps with a clean dry cloth (Make sure they are shatter-shield) (Pre-start-up, Daily Schedule)
6. Clean table speed controllers with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
7. Clean chute with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
8. Clean inspection table with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth with TM 70 Sanitizer (plates only) (Pre-start-up, Daily Schedule)
9. Clean picking cans with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
10. Wash step stools with hot water and FS Process Cleaner, rinse with water and let dry (Weekly Schedule)
11. Clean plastic curtains with a clean cloth with Zep 40 (Weekly Schedule)



12. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up and Daily Schedule)

Standard Operating Procedure

Title: Float

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. Clean feeders with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
4. Wash tanks with brush and FS Formula, and rinse with water. Fill tank with water and add chlorine, let circulate to make sure that the tank and the pipes are completely clean, drain and fill with fresh water (Weekly Schedule)
5. Wash wire mesh (the one that removes the excess water) with brush and FS Process Cleaner, rinse with water (inspect to make sure that the wire mesh is intact and that no parts are missing. (Weekly Schedule)
6. Clean pipes with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
7. Wash shaker (the one that removes excess water) with brush and FS Process Cleaner, rinse with water and inspect to make sure that the screen is intact and no parts are missing. (Weekly Schedule)
8. Wash belt on proctor dryer using the pressure water hose and FS Formula. Rinse with water and let dry (Weekly Schedule)
9. Wash the drain cover, remove the cover and wash inside with FS Process Cleaner and rinse with water (Weekly Schedule)
10. Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)

11. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Proctor Dryers (Halves & Pieces)

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Operators to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Airblow on top of the proctor dryer, sweep and dust off (Weekly Schedule)
3. Sweep and mop floors under the proctor dryer with a concentrated FS Process Cleaner and rinse with water. (Weekly Schedule)
4. Clean inside proctor belt using the pressure water hose and FS FORMULA , rinse very well and let run until it dries.
5. Wash proctor belt using the pressure water hose and FS Formula. Rinse with water and let dry (Weekly Schedule)
6. Wash the proctor doors using the pressure water hose, FS Formula solution, rinse with water and dry with a clean cloth (Weekly Schedule)
7. Clean fans inside the proctor dryers with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
8. Clean cooling air ducts top of the proctor with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer. Replace filters if necessary (Weekly Schedule)
9. Clean front view windows with Zep 40 (Daily)
10. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

11. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Pre-start-up, Daily and Weekly Schedule)

Standard Operating Procedure

Title: Proctor Dryers (Halves & Pieces)
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Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
 - Use lockout / tag-out as required by plant procedures.
 - Use Confined space entry as required by plant procedures when entering these areas.
 - Use caution when walking on wet floors.
 - Read and understand all product labels and Material Safety Data Sheets (SDS).
-

Clean electrical panel with a clean dry cloth (Weekly Schedule)

Wash barrels with hot water and scrub with brush and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)

Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Packaging Machine

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the packaging operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. Clean sizer with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
4. Wash screens with hot water and FS Formula, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
5. Clean lamps with a clean dry cloth (Make sure they are shatter-shield) (Pre-start-up, Daily Schedule)
6. Clean inspection speed controllers with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
7. Clean chute with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
8. Clean chairs with a clean cloth and FS Process Cleaner and rinse (Pre-start-up, Daily Schedule)
9. Clean picking cans with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
10. Remove cups from elevator and wash with hot water and FS Process Cleaner, then rinse with hot water and let dry. Clean elevator with a brush and FS Process Cleaner, rinse with water then dry with a clean cloth. Reinstall the cups and run empty to make sure it runs correctly (Pre-start-up, Daily and Weekly Schedule)
11. Clean supply feeders with a clean cloth to remove excess build-up. Sanitize with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

12. Clean intermediate feeders with a clean cloth to remove excess build-up. Sanitize with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

Standard Operating Procedure

Title: Packaging Machine

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

1. Clean final feeders with a clean cloth to remove excess build-up. Sanitize with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
2. Clean holding chambers with a clean cloth to remove excess build-up. Sanitize with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
3. Remove and wash holding chambers with water, scrub with brush and FS Process Cleaner, rinse with hot water, dry with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
4. Remove and wash scales with water, scrub with brush and FS Process Cleaner, rinse with hot water, dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule) (Weekly Schedule)
5. Clean "forming tubes" with a clean cloth to remove excess build-up. Sanitize with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
6. Airblow and clean control cabinet with a clean dry cloth (Pre-start-up, Daily Schedule)
7. Airblow and clean inside the machine with a clean dry cloth (Pre-start-up, Daily Schedule)
8. Clean on top the machine with a clean cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
9. Clean machine/spare parts, and frame with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
10. Clean frame/monitor/date machine with a clean cloth and Zep 40 (Pre-start-up, Daily Schedule)
11. Clean nitrogen tanks with a clean cloth (Pre-start-up, Daily Schedule)
12. Clean nitrogen tank with a clean cloth and Zep 40 (Weekly Schedule)
13. Clean tape machine with a clean cloth and FS Process Cleaner and rinse with water. Fill with fresh water (Pre-start-up, Daily Schedule)
14. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up and Daily Schedule)

Standard Operating Procedure

Title: Packaging Areas

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Packaging Dumper to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer izer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean hopper with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. Clean feeder with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
4. Clean sizer with a wet cloth and FS Process Cleaner (interior/exterior) and rinse with water. Dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
5. Wash steps with hot water and FS Process Cleaner, rinse with water and let dry (Weekly Schedule)
6. *Clean nitrogen tanks with a wet cloth and FS Process Cleaner and rinse with water (Pre-start-up, Daily Schedule)
7. Keep air hose clean, clean it with a cloth wet with FS Process Cleaner and rinse with water (Weekly Schedule)

8. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Roaster

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.


Responsibility:

- It will be the responsibility of the Roaster Operators to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. All equipment that applies, must be air blown and cleaned with a dry, clean cloth at the end of each shift.
2. Clean hoppers with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) (Pre-start-up, Daily Schedule)
3. IF A CHANGE OVER
4. Drain oil and send to waste.
5.  Remove all product residue, fill tank with water and bring to boil for a minimum of 1 hour 20 minutes
6. Brush Souper Doug on heater elements and anywhere else that burnt, carbonized soil is noted. Allow at least 20 minutes contact time but do not allow the detergent to dry. Scrub stubborn soil with a stainless scouring pad if necessary. Rinse soil and grease away with a water hose.

7. Wash roaster tank with water, scrub with brush and a 50:50 solution of Oven Brite. Rinse with water, and let dry. Spray with vinegar (let sit for 3-5 minutes). Fill tank with fresh oil (Weekly Schedule) (At every product change over)
8. Remove and wash belt with water, scrub with brush and 50:50 solution of Oven Brite, rinse with hot water and let dry (Weekly Schedule) (At every product change over)
9. Clean under the roaster with water, mop floor with floor cleaner and FS Process Cleaner and rinse with water (Pre-start-up, Daily Schedule)
10. Clean roaster side to the wall with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
11. Wash roaster frame/covers with hot water and FS Process Cleaner, rinse with water and clean with a clean dry cloth and TM 70 Sanitizer. Use stainless steel cleaner to polish with a clean cloth (Weekly Schedule)
12. Clean fire extinguisher system with a wet cloth and FS Process Cleaner and rinse with water. (Weekly Schedule)

Standard Operating Procedure

Title: Roaster

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
 - Use lockout / tag-out as required by plant procedures.
 - Use Confined space entry as required by plant procedures when entering these areas.
 - Use caution when walking on wet floors.
 - Read and understand all product labels and Material Safety Data Sheets (SDS).
-

1. Clean air ducts with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
2. Airblow the belt in the cooling section, brush clean with FS Process Cleaner, rinse with hot water and let dry (Weekly Schedule) (At every product change over)
3. Clean the cooling duct on top cooling section with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
4. Wash all covers with hot water and FS Process Cleaner, rinse and clean with a clean cloth and TM 70 Sanitizer (Weekly Schedule)
5. Clean filters with a wet cloth and FS Process Cleaner, rinse and dry with a clean cloth. Place new filters (Pre-start-up, Daily Schedule)(Change filters when needed)
6. Wash used oil bucket with hot water and FS Process Cleaner, rinse and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
7. Clean butter hopper with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior). Use stainless steel cleaner to polish it from the outside (Pre-start-up, Daily Schedule) (replace heating element as needed)
8. Clean butter speed controller with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
9. Clean salt hopper with a wet cloth and FS Process Cleaner (interior/exterior), rinse with water and dry with a clean cloth and TM 70 Sanitizer (interior/exterior) Use stainless steel cleaner to polish it from the outside (Pre-start-up, Daily Schedule)
10. Clean salt speed controller with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
11. Clean chute with a wet cloth and FS Process Cleaner and rinse with water. Clean with clean, dry rag and with TM 70 Sanitizer (Pre-start-up, Daily Schedule)
12. Clean packing table with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)

13. Clean lamps with a clean dry cloth (Make sure they are shatter-shield) (Pre-start-up, Daily Schedule)
14. Clean picking cans with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
15. Clean scoop with a clean cloth and TM 70 Sanitizer (Pre-start-up, Daily Schedule)
16. Clean tape machine with a wet cloth and FS Process Cleaner and rinse with water. Fill with fresh water (Pre-start-up, Daily Schedule)
17. Clean electrical panel with a clean dry cloth (Weekly Schedule)
18. Airblow salt basket, do not use any liquids (Weekly Schedule)
19. Clean metal detector (Follow metal detector cleaning procedures)
20. Clean walls with a cloth wet with FS Process Cleaner, rinse with water and sanitize with a 100 – 200 ppm chlorine solution. Dry with a wet cloth with water (Weekly Schedule)
21. Clean overheads with a clean dry cloth (Weekly Schedule)
22. Clean air ducts with a wet cloth and FS Process Cleaner, rinse with water and dry with a clean cloth (Weekly Schedule)
23. Clean all pipes with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
24. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Barrels

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Operators to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. As barrels are emptied, vacuum loose debris from the inside and outside of the empty hoppers.
2. Wipe the inside and outside with ZEP Process Cleaner
3. Rinse the hopper with water to remove any residual cleaner from the surfaces and then dry it with a clean rag
4. Sanitize the inside with chlorine sanitizer then return it for use in production

Standard Operating Procedure

Title: Coolers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the warehouse personnel to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Dust off the old compressor room inside the small cooler (Weekly Schedule)
2. Sweep white lines along walls in cooler (Weekly Schedule)
3. Sweep docks and make sure all seals are good. Dust off insect light trap and clean it (Pre-start-up, Daily Schedule)
4. Dust off and clean beams with a cloth with FS Process Cleaner. Rinse with water (Weekly Schedule)
5. Clean all light fixtures and replace all burnt out lamps, make sure they are shatter shield (Weekly Schedule) (including those on docks)
6. Clean drip pans and drain if necessary (Weekly Schedule)
7. Clean walls with a cloth with FS Process Cleaner and rinse with a wet cloth (Weekly Schedule)
8. Clean AC air ducts with a clean wet cloth with FS Process Cleaner and wipe dry with clean water and clean cloth (Weekly Schedule)
9. Clean all pipes with a clean cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
10. Wipe down forklifts with clean cloth (Pre-start-up, Daily Schedule)
11. Clean small office room and keep free of clutter (Daily Schedule)
12. Dust off gas chamber and clean with wet cloth with FS Process Cleaner and rinse with water (Weekly Schedule)
13. Wash stencils with hot water and FS Process Cleaner, rinse with water and dry with clean cloth (Pre-start-up, Daily Schedule)
14. Sweep rooftop of rooms (Weekly Schedule)
15. Sweep dock area outside (Weekly Schedule)
16. Wash pallets with pressure water hose and air blow before bringing them inside the facility (Pre-start up Daily)



17. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Freezers

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
 - Use lockout / tag-out as required by plant procedures.
 - Use Confined space entry as required by plant procedures when entering these areas.
 - Use caution when walking on wet floors.
 - Read and understand all product labels and Material Safety Data Sheets (SDS).
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Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Warehouse personnel to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Sweep docks and make sure all seals are good. (Pre-start-up, Daily Schedule)
2. Dust off and clean all overheads with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
3. Dust off and clean beams with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
4. Clean all light fixtures and replace all burnt out lamps, make sure they are shatter shield (Weekly Schedule) (including those on docks)
5. Clean drip pans and drain if necessary (Weekly Schedule)
6. Clean walls with a wet cloth and FS Process Cleaner and rinse with a wet cloth with water (Weekly Schedule)
7. Wipe down forklifts with clean cloth (Pre-start-up, Daily Schedule)
8. Clean super sac compactor with a wet cloth and FS Process Cleaner and rinse with water (Weekly Schedule)
9. Sweep dock area outside (Weekly Schedule)
10. Keep pallets outside, organized (Pre-start-up, Daily Schedule)
11. Keep all unused super sacs and plywood in neat pile (Pre-start-up, Daily Schedule)
12. Keep restroom clean at all times (Pre-start-up, Daily Schedule)

13. Sweep and mop floors with a concentrated Zep Flash and rinse with water. Keep clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Outside Grounds

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the sanitation personnel to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Clean outside grounds and make sure there are no weeds (Pre-start-up, Daily Schedule)
2. Organize junkyard and keep free of cluttering (Weekly Schedule)
3. Cut grass in front of the building and water the plants (Weekly Schedule)
4. Clean shell bin from the inside (Annual Schedule) in conjunction with maintenance crew (Call for trucks for shell removal)
5. Clean the blower/motor room under shell bin (Weekly Schedule)
6. Clean area outside by float area. Clean screens and tank using pressure water hose and FS Process Cleaner (followed by a water rinse) if necessary (Pre-start-up, Daily Schedule)
7. Dust inside the pressure water hose room (Weekly Schedule)
8. Clean compressor room outside, dust and sweep (Weekly Schedule)
9. Wash dollies with pressure water hose, scrub with brush and FS Process Cleaner, rinse with water and let dry (Weekly Schedule)

10. Clean chemical rooms and keep organized and locked (Weekly Schedule)
11. Maintain trash compactor and call for removal as needed
12. Sweep rooftop of all three buildings (Weekly Schedule)

Standard Operating Procedure

Title: Housekeeping

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the sanitation personnel to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Clean front offices every morning and throw away the trash (Pre-start-up, Daily Schedule)
2. Clean restrooms on an hourly basis and record on log (Pre-start-up, Daily Schedule)
3. Clean break room daily or as necessary, clean out refrigerator every day, and wash dishes (Pre-start-up, Daily Schedule)
4. Clean out all windows, all around the building (Weekly Schedule)
5. Clean electrical rooms with a clean dry cloth, sweep and mop floors with a concentrated FS Process Cleaner and rinse with water. (Weekly Schedule)
6. Clean with a concentrated FS Process Cleaner and rinse with water throughout the plant when indicated and after finishing other duties (Pre-start-up, Daily Schedule)

7. Wash walls inside production areas, as indicated by supervisor, with a 100 – 200 ppm chlorine solution , wipe dry with a clean cloth (Weekly)
8. Keep supply room organized and clean at all times (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Cleaning Brushes

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the sanitation department to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. After every use Spray or submerge brushes with PER-OX solution.
2. With the same colored brush, scrub all traces of soil away.
3. Rinse all traces of PER-OX off of the brush with water.
4. Shake as much water off of the brush as possible.
5. Spray sanitize with TM 70 Sanitizer

Standard Operating Procedure

Title: Security Guard Office

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Security Guards to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Keep guard shack clean at all times and throw away the trash (Pre-start-up, Daily Schedule)

Standard Operating Procedure
Title: Floor Drains

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
 - Use lockout / tag-out as required by plant procedures.
 - Use Confined space entry as required by plant procedures when entering these areas.
 - Use caution when walking on wet floors.
 - Read and understand all product labels and Material Safety Data Sheets (SDS).
-

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Sanitation operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Place yellow sign marked “Slippery When Wet” on floor next to drain
2. Remove the grate from the floor drain
3. Sweep out any solids that may be in the drain
4. Scrape any remaining build up
5. Place brush into diluted solution and insert into drain
6. Scrub the drain walls with a brush using a circular motion (not up and down motion) to prevent cross contamination between the drain and the processing area floors
7. After scrubbing, place the brush directly into a bucket of PER-OX per gallon of water to sanitize the brush. Do not place the brush directly on the floor or in contact with any other surface prior to sanitizing.
8. Wash the brush with soap and re-sanitize it and let air dry.
9. Rinse the drain with fresh water.
10. Pour the PER-OX into the drain all at once.
11. Sprinkle FS Floor Treatment into the drain.
12. Replace the grate over the drain.
13. Place brush and bucket in storage and lock the storage cabinet.

Standard Operating Procedure
Title: Walls and Ceilings

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Cover adjacent equipment with plastic sheets to insure that cleaning solutions and dirt don't fall or splash onto them.
2. Fill the pump sprayer with ZEP Process Cleaner.
3. Fill the pump sprayer with Chlorine solution.
4. Foam the walls with the ZEP Process Cleaner and allow it to soak.
5. Scrub the walls with a brush then spray them with the Chlorine solution allowing them to soak again.
6. Spray the ceilings with the Chlorine solution and begin scrubbing the ceilings and walls in a top down motion.
7. Rinse all surfaces with water and allow them to air dry.

Standard Operating Procedure
Title: Floors

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the Operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

1. Place yellow sign marked “Slippery When Wet” on floor next to drain
2. Grab a mop bucket
3. Fill mop bucket with water
4. Add ZEP Flash Floor treatment
5. Place mop inside bucket
6. Mop over the entire floor area to be cleaned.
7. If any soil remains on the floor, rinse in water and mop over the soil area
8. Hand scrape anything that remains and rinse again
9. Allow the floors to air dry

Standard Operating Procedure
Title: TENNANT Power Scrubber

Safety Precautions

Chemical Emergency Call: 800-328-0026.

- When using Chemicals always wear appropriate PPE.
- Use lockout / tag-out as required by plant procedures.
- Use Confined space entry as required by plant procedures when entering these areas.
- Use caution when walking on wet floors.
- Read and understand all product labels and Material Safety Data Sheets (SDS).

Purpose: The purpose of the cleaning procedures is to ensure that the equipment is cleaned properly, and that the employees have a resource to help clean the equipment.

Responsibility:

- It will be the responsibility of the operator to properly implement these procedures accurately (no deviations of this procedure are allowed).
- It will be the responsibility of the Quality Supervisor to monitor proficiency in cleaning techniques.
- It will be the responsibility of the Quality Technician to verify on a daily and weekly basis that cleaning was conducted effectively.

Procedure:

Chemical Step	Cleaning Product	@ Temperature	Mechanical Action
General Cleaning	FS Process Cleaner. can be used Morado Super Cleaner	Ambient	Wipe
Sanitizing	TM 70 Sanitizer	Ambient	Allow to drain/dry.
Sanitizing	PER-OX	Ambient	Allow to drain/dry.
Floor cleaning	Zep Flash	Ambient	Mop and rinse

Follow the Color Coding System when cleaning

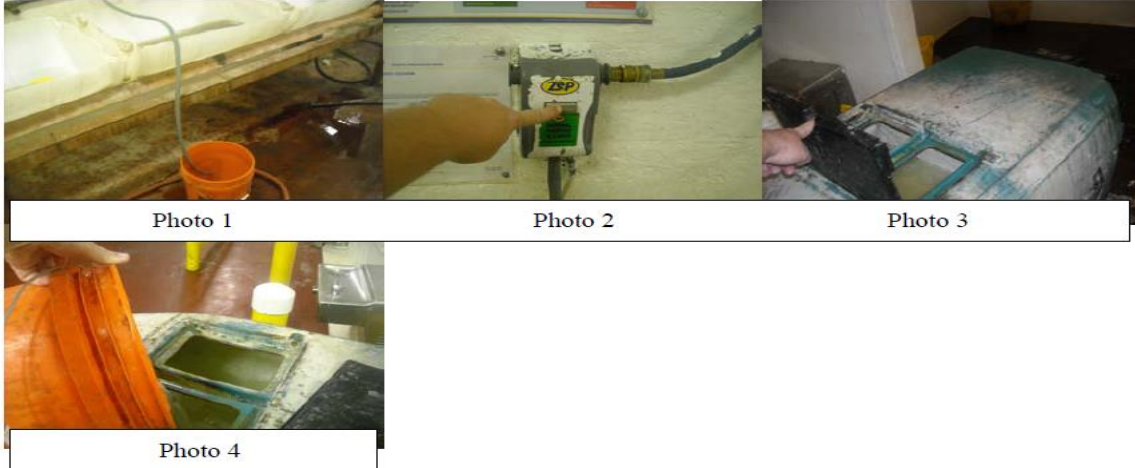
How to Operate Scrubbing Apparatus:

- Place key inside of keyhole and turn clockwise to turn on (see photo 1).
- To move forward: Turn handle toward the forward direction and guide machine.
- To move backwards: Turn handle towards backwards direction and guide machine.



Loading Fs Process Cleaner (X-4490) into new and old scrubbers:

- With yellow bucket labeled FS Process Cleaner X-4490, insert hose of FS Process Cleaner X4490 into yellow container (see photo 1).
- Push button of FS Process Cleaner (X-4490) in and down to activate dilution ratio and fill to top of container (see photo 2).
- Lift cover on top of scrubbing apparatus (see photo 3).
- Pour solution into scrubbing apparatus and close lid (see photo 4)



Operating floor scrubbers (new):

- Push brush button down until the blue light turns on (see photos 5 and 6).
- Verify water jet settings are at the lowest set point (lever is on the left side of the apparatus: See photo 7).
- Push handle forward to activate brushes.
- If you need to reverse: Set squeegee to its upright raised position, lift handle to holder (see photo 8).



Charging scrubbing unit (new and old):

- Lift black handle on side on scrubbing unit and lift up (this will open interior compartment) (see photo 15).
- From battery charger (old: located next to wash area; new; located in forklift charging area) connect outlet to unit (see photo 17 and 18: red arrow).
- Once charging, yellow light on charger (incomplete) will turn on. Once fully charged, green light will turn on (charge complete) (see photo 19).



Product Information and SDS for Cleaning Materials

Supplier	Product No.	ITEM	UNITS (ML,LITERS,O Z,LB,GAL,KG)	Frequency of Use	SDS on File	Emergency Procedure Required (if any)
ZEP	5362	Super Doug	1 gallon	Weekly	Yes	Spill clean-up kit
ZEP	1048	Zep Oven Brite	1 gallon	Weekly	Yes	Spill clean-up kit
ZEP	2890	Fs Formula 4665 (chlorine)	55 gallon	Weekly	Yes	Spill clean-up kit
ZEP	2940	Process cleaner x4490(degreaser)	55 gallon	Weekly	Yes	Spill clean-up kit
ZEP		PER-OX	5 gallons	Weekly	Yes	Spill clean-up kit
ZEP		TM-70	32floz(96ml)	Weekly	Yes	Spill clean-up kit
ZEP	0901	Fs Antimicrobial Hand Cleaner	1 gallon	Daily	Yes	N/A
ZEP	1246	Fusion Hand Sanitizer	4 each box	Daily	Yes	N/A
ZEP	0927	MVP	(946ml)	Daily	Yes	N/A
ZEP	5763	FS Floor Treatment (X-1102)	275 lb drum	Weekly	Yes	Spill clean-up kit
ZEP	0723	Flash	275 lb drum	Daily	Yes	Spill clean-up kit
ZEP	1046	Tile & Grout Cleaner	1 usqt (946ml)	Daily	Yes	N/A
ZEP	1240	Peroxy Server 15(float)	55 gallon	Daily	Yes	Spill clean-up kit
ZEP	1443	Spirit II Wipes	sheets	Daily	Yes	N/A
ZEP	0679	Spirit II	1 usqt (946ml)	Daily	Yes	N/A
ZEP	0144	Zep 40	1Lb 2oz (510kg)	Daily	Yes	N/A
ZEP	0006	Venture II	1Lb 2oz (510kg)	Daily	Yes	Spill clean-up kit
ZEP	1040	Veto	32.oz(94ml)	Daily	Yes	Spill clean-up kit
ZEP	1846	Ring Master	12 oz	Daily	Yes	Spill clean-up kit
ZEP	0216	Zep sheen	1 oz	Daily	Yes	N/A
ZEP	3538	Meter Mist	7 oz	Daily	Yes	N/A
ZEP	3406	Meter Mist Fresh Linen	12 oz	Daily	Yes	N/A
Ace		Clorox	1 gallon	Daily	Yes	Spill clean-up kit