

BLISTERPACK PRO

CLEANING AND SANITIZING AGENTS

SOP # 006

Revision # 001

Implementation Date 06/19/2020

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Last Reviewed/Update Date 01/28/2021

SOP Author: Surinder Gidha

Q.A. Approval Signature

Management Approval Signature:

Standard Operating Procedure

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I. PURPOSE

To describe the minimum requirements of purchasing and storage of cleaning and sanitizing agents.

II. SCOPE

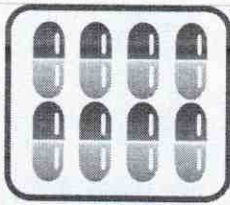
- A. The requirements of this procedure apply to all cleaning and sanitizing agents used to clean and sanitize facilities, equipment, and utensils, including janitorial cleaning supplies.
- B. This procedure also applies to cleaning and sanitizing agents used in satellite facilities used for production and warehousing functions.

III. Responsibilities

- A. Control of cleaning chemicals and sanitizers is an important part of the chemical safety program that should be managed by a qualified employee with adequate experience and proper training in the handling of chemicals.
- B. Management is responsible for providing training to all employees on the requirements this procedure, especially with respect to the safe handling and use of and sanitizing agents.
- C. Management must provide employees the necessary tools to preform required sanitation tasks safely and effectively.

IV. Procedure

- A. All cleaning and sanitizing agents must be purchased under a chemical approval program with the following requirements.
 - 1. Cleaning and sanitizing agents must be pre-approved by an authorized employee
 - 2. Cleaning and sanitizing agents may only be purchased from approved suppliers.
 - 3. No chemical is allowed to be purchased and brought into the plant without prior approval and purchasing must not process any purchase order for any chemical that has not been pre-approved.
 - 4. Cleaning and sanitizing agents must be free from microorganisms of public health significance and must be safe and adequate under the conditions of use. Verification must be maintained to show that cleaning and sanitizing agents used on equipment product contact surfaces are food-grade quality at minimum.



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5. All potentially toxic cleaning and sanitizing agents must be maintained under strict control and stored separately from raw materials, finished products or packaging components to minimize the potential for accidental product contamination. The storage area for cleaning chemicals must be maintained locked, with access restricted to authorized personnel. Food grade materials must be stored separately from non-food grade items. All Chemicals and sanitizers must be well labeled. Spill kits are advisable.
6. Cleaning procedures must include preparation instructions, as well as dilution factors for the chemicals or sanitizers used.
7. All containers for cleaning and sanitizing agents must be properly labeled and once emptied; these containers must not be re-used for any other purpose.
8. Employees must be trained on the proper use and safe handling of cleaning chemicals.

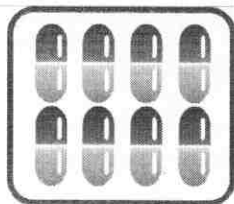
V. CHEMICAL LISTINGS BY DEPARTMENT

Laboratory: Isopropyl alcohol,
 Maintenance: No Solvents in use
 Ink Storage: No Solvents in use
 Process Cleaning: Denatured alcohol

Janitorial Cleaning: Bleach, Delay Orange Degreaser, Delay Sanitizer, SSS Earth Care glass cleaner, laundry detergent, Navigator #8 floor cleaner, SSS Navigator #25 glass cleaner, SSS Navigator #24 Neutral floor cleaner, P.S.T Tub-Tile Floor cleaner.

VI. Record keeping

- A. A department-specific list of approved chemicals must be maintained current at all times.
- B. Material Safety Data Sheets (MSDS) must be maintained for all chemicals including all cleaning and sanitizing agents used throughout the plant. MSDS must be maintained for all janitorial cleaning supplies. MSDS must be maintained current and readily available to all employees. Employees must receive documented training on the importance and use of Material Safety Data Sheets.
- C. Usage records and inventories should be maintained for all cleaning and sanitizing agents.
- D. Records of chemical safety training must be maintained for all applicable employees.



BLISTERPACK PRO

SANITATION OF FACILITY AND WORKSTATIONS

SOP # 005SAN-S

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Q.A. Approval Signature: *[Signature]*
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I. Purpose

1.1. This document describes the minimum requirements for effective cleaning of facility and workstations in all production areas.

II. Scope

2.1. The requirements described in this procedure apply to all areas of the facility and all workstations in the production areas.

III. Responsibilities

3.1. Sanitation of all areas of the facility is every employee's responsibility in order to have an effective cleaning program to protect product from contamination and maintaining its quality.

3.2. Management is responsible for providing training to employees in all areas on the requirements of this procedure.

3.3. Management is also responsible for providing support and follow up to be sure all requirements are properly met and that all sanitary standards are enforced.

3.4. Overall, the responsibility for the facility sanitation must be assigned to one or more qualified employees. (In our case BPP has a cleaning crew for the main part of the building once a week).

3.5. Sanitation of each production area and workstation should be assigned to those individuals working in those areas.

IV. Procedure

4.1. Documentation and Scheduling:

A. Documented cleaning procedures in combination with a cleaning schedule must be created for all areas of production, warehouses, shipping area, restrooms, and break rooms.

B. A sanitation schedule must have a detailed procedure on cleaning each area as well as frequency of cleaning. The procedure should include:

- i. Responsibilities for each task
- ii. Cleaning frequencies
- iii. Specific cleaners/sanitizers and concentrations to be used.



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iv. Documentation requirements

C. Documentation must have a checklist of items or steps for cleaning/sanitation and must be dated and signed off by individual completing task.

D. Everyone responsible for cleaning all areas must monitor those areas to see that the cleaning schedule is followed properly and visually assess the areas or equipment to ensure their cleanliness.

4.2. MISC:

A. All areas of facility must be kept cleaned up, free of litter or idle equipment and parts. Floors, nooks, and corners should be clean and orderly with no accumulation of debris.

B. All containers for waste or any product must be identified.

C. All fans or blowers must be kept clean and free of dust or dirt.

D. Mold/mildew growth on floors, walls, ceilings, or equipment must be prevented.

E. All tools and cleaning supplies must be kept clean and stored in designated areas up off the floors when not in use.

F. Conduits, pipe runs, and other electrical fixtures must be sealed and free of dust and debris.

G. A procedure must be in place to prevent contamination of packaging materials during the cleaning process. Packaging supplies should be removed from the production area during cleanup. If not removed, they must be stored off the floor, and covered to prevent contamination.

H. Mops, brooms, squeegees, etc. must have hanging storage fixtures and not be stored on the floors. No utensils with wooden handled may be used in production or packaging areas.

4.3. Verification of Cleaning Effectiveness

A. Cleaning effectiveness must be verified visually by a qualified employee prior to start-up, and the results of these inspections must be documented using a checklist. When deemed necessary, cleaning effectiveness should also be determined through swabbing of equipment non-contact surfaces, walls, floors, floor drains, etc. for evaluation of microbiological levels. Results must be documented.

V. Record Keeping

5.1. Cleaning Records must be maintained of individual production and packaging areas/rooms that at minimum contain date, last product produced, lot/batch number, type of cleaning performed, and dated initials or signatures of the person who performed the cleaning, and a qualified reviewer.

5.2. Cleaning records must be managed per the requirements of the Records Retention Procedure.