

BODYBIO

SOP# 04-045.2	Standard Operating Procedure	Written/Revised By/Date: T. W. J. 01/11/22
Effective Date MAR 01 2022	Hand Washing and Sanitizing	Approved By/Date: J. W. J. 01/14/22
Supersedes: 01/14/20		Page 1 of 3

1.0 Purpose

- 1.1 To provide instructions for the proper procedure for the washing and sanitizing of employees hands that work with open products and raw materials to prevent contamination.

2.0 Scope

- 2.1 This procedure applies to all employees that work around or near open products and their raw materials with and without single use gloves.

3.0 Responsibility and Frequency

- 3.1. The Manufacturing manager, Demand and Logistics Manager and Quality Control manager will ensure that employees will adhere to this SOP.

4.0 References

- 4.1 21 CFR 111
- 4.2 Centers for Disease Control and Prevention (<http://www.cdc.gov>)

5.0 Procedure

- 5.1 All employees will wash and sanitize their hands prior to starting or returning to work with open product and raw materials.
- 5.2 There are two hand washing locations with hands-free faucets at 45 Reese Rd.
 - 5.2.1 Warehouse A
 - 5.2.2 Warehouse B
- 5.3 There is one hand washing location with a hands-free faucet at 25 Driskill St.
 - 5.3.1 Break room
- 5.4 Approved soap and sanitizer (see SOP 02-004) are also at these locations.
- 5.5 Employee should run water for 30 seconds to get warm to hot water.

BODYBIO

SOP# 04-045.2	Standard Operating Procedure	Written/Revised By/Date: <i>R. H. [Signature]</i> 01/11/22
Effective Date MAR 01 2022	Hand Washing and Sanitizing	Approved By/Date: <i>[Signature]</i> 01/14/22
Supersedes: 01/14/20		Page 2 of 3

- 5.6 Wet hands with clean running water, turn off the tap and apply soap.
- 5.7 Lather hands by rubbing them together with the soap. Be sure to lather the backs of hands, between fingers, and under nails.
- 5.8 Scrub hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
- 5.9 Rinse hands well under clean, running water.
- 5.10 Dry hands using a single use paper towel.
- 5.11 Use hand sanitizer by applying the product to the palm of one hand.
- 5.12 Rub hands together, making sure to get the sanitizer over all surfaces of hands and fingers until hands are dry.
- 5.13 Single use gloves can now be used to protect employees and to prevent contamination.

BODYBIO

SOP# 04-045.2	Standard Operating Procedure	Written/Revised By/Date: <i>K. H. [Signature]</i> 01/11/22
Effective Date MAR 0 1 2022	Hand Washing and Sanitizing	Approved By/Date: <i>[Signature]</i> 01/14/22
Supersedes: 01/14/20		Page 3 of 3

Revision History

Date	Revision	Comments
08/16/17	0	New
01/14/20	1	Updated format of SOP. Changed Plant manager to Manufacturing manager. Updated NSF guidelines book to October 2018.
MAR 0 1 2022	2	Added Demand and Logistics Manager to responsibility. Removed references 21 CFR 110 & NSF. Added one hand-washing faucet to 25 Driskill St. facility.