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<b>Refinery Sanitation</b>
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**Purpose:** To give instruction on the Sanitation schedule in the Refinery.

**Responsible Persons:** Refinery Team Lead and Operators

**Hazards Safety & Required Personal Protection:** Hard Hat, Face Shield, Rubber Gloves, Apron, Rubber boots.

**Potential Hazards:** High pressure water, Contact with cleaning solutions, Sprains and Strains, Slips and Trips,

**Procedures**

<b>STEPS</b>	<b>DETAILS</b>
1. Sanitation in the Refinery is a very important aspect of the Food Defense Program.	<input type="checkbox"/> Following the Sanitation schedule will ensure the Refinery stays clean
2. Refer to the Refinery Housekeeping Schedule to the frequency, Shift Responsibility and Date each area needs to be cleaned.	<input type="checkbox"/>
3. 1 <sup>st</sup> and 2 <sup>nd</sup> Floor will be washed with a cleaning solution and hot water. When washing the area, make sure the floor gets washed from the edges to the center, making sure the entire floor is washed.	<input type="checkbox"/> Do not spray any hot steam piping <input type="checkbox"/> So not spray any electrical equipment. <input type="checkbox"/> Once floors are washed, pick-up any debris from the floor drains. <input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
4. 1 <sup>st</sup> floor boiler room will be swept, unless washing is required to clean floor.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
5. The MCC Room will be swept, no washing can occur in the MCC.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
6. 1 <sup>st</sup> Floor Hallway will be swept and mopped.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
7. 1 <sup>st</sup> floor bathroom will be swept and mopped.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
8. Breakroom will be swept and mopped.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.



**Refinery Sanitation**

STEPS	DETAILS
9. Breakroom bathrooms will be swept and mopped.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
10. 3 <sup>rd</sup> floor will be inspected, things picked up and ledges dusted off.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
11. 4 <sup>th</sup> floor will be inspected, things picked up and ledges dusted off.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
12. 5 <sup>th</sup> floor will be inspected, things picked up and ledges dusted off.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
13. 6 <sup>th</sup> floor will be inspected, things picked up and ledges dusted off.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
14. The Chemical Storage Room will be swept up and wash when needed.	<input type="checkbox"/> Check sump and pump out when necessary. <input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not, find or replace the lid.
15. Chiller building will be swept up.	<input type="checkbox"/> Check garbage cans, take out and replace garbage bag. Make sure the lid is on the can, if not find or replace the lid.
16. Spent Clay Loadout Bay will be cleaned up as necessary. Shoveling and sweeping will be the main ways to clean.	<input type="checkbox"/> Check sump and pump out when necessary.
17. North Stairwell, dust off ledges, sweep the ground floor.	<input type="checkbox"/>
18. South Stairwell, dust off ledges and sweep the ground floor. Wash if needed.	<input type="checkbox"/> If washing the ground floor, it will need to be washed into the building. No water can leave the building while washing.
19. Outside Grounds around the Refinery. Pick up all trash and pull all vegetation that is present.	<input type="checkbox"/>

**Required Training**

**Records**

**Attachments**

**References and Guidance**

Approved:

Reviewed Date:

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**North Dakota Soybean Processors, LLC**

**Standard Operating Procedure**

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**Revision Comments**

Uncontrolled Document