**Cleaning and Sanitizing Record *Template***

**Name and address of farm:**

**List the date, time, tool or equipment name, and method for each cleaning or sanitizing activity.**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **List tools/equipment** | **Cleaned****and/or** **Sanitized?** | **Method used** | **Cleaned By (initials)** |
| *10/11/20* | *10:07 AM* | *Harvest tools* | *cleaned* | *See Cleaning SOP (Removed dirt with brush, washed with detergent, rinsed, air dried)* | *EAB* |
| *10/11/20* | *10:30 AM* | *Dump Tank* | *cleaned and sanitized* | *See Dump Tank Cleaning and Sanitizing SOP (drained tank, washed with detergent, rinsed, sanitized with 150 ppm NaOCl)* | *EAB* |
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**Reviewed by:** **Title:** **Date:**

**Confidential Record**