

Sample SOP: Cleaning and Sanitizing Surfaces, Tools, and Equipment

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1—Purpose

Describes how food contact surfaces, tools, and equipment are to be cleaned and sanitized.

2—Scope

Applies to farm and packinghouse personnel including farm owners and workers.

3—Responsibility

Workers are responsible for following the SOPs to properly clean and sanitize food contact surfaces. Farm owners and food safety managers are responsible for training the workers on proper technique, providing necessary resources such as tools, detergents and sanitizers, and making sure the cleaning and sanitizing steps are followed correctly. Remember appropriate PPE must be provided and worn.

4—Materials

- PPE (includes goggles, chemical protective clothing, apron, gloves and/or face shield)
- Detergent (labeled for use on food contact surfaces) **[Provide name here]**
- Sanitizer (e.g. chlorine, peroxyacetic acid, or other sanitizer labeled for use on food contact surfaces) **[Provide name here]**
- Container(s) as needed for mixing and using detergent(s) and sanitizer(s) or for washing tools
- Brushes, sponges, or towels for scrubbing tools and equipment
- Clean water (microbial equivalent to drinking water)

5— Procedure

*For purposes of this SOP, clean water means water that is the microbial equivalent of drinking water.

1. The surface should be brushed or rinsed so any obvious dirt and debris are removed.
2. Prepare the detergent **[Add detergent mixing or preparation instructions here]**.
3. Apply the prepared detergent solution and scrub the surfaces. Detergent should be mixed according to the product instructions.
4. Rinse the surface with clean water until all soap suds are rinsed away.
5. Prepare the sanitizer. **[Add sanitizer mixing or preparation instructions here]**.
6. Apply the prepared sanitizer solution. Allow it to sit for **[Enter number of minutes according to product instructions]** minutes.
7. Rinse with clean water.
8. Let the surface air dry.