

<i>HACCP</i> Europa.com	<b>STANDARD OPERATING PROCEDURE</b>	<i>Issue: 1</i>	<i>Ref No:</i>
		<i>Issued by:</i>	
	<b>Cleaning and Sanitizing Food Contact Surfaces</b>	<i>Approved by:</i>	
		<i>Issue date:</i>	
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**SCOPE:** This procedure applies to foodservice employees involved in cleaning and sanitizing food contact surfaces.

**PURPOSE:** To prevent foodborne illness by ensuring that all food contact surfaces are properly cleaned and sanitized.

**RESPONSIBILITY:** It is the responsibility of the management to ensure that the following procedures are adhered to and understood by all relevant personnel and the personnel follow State or local health department requirements.

**INSTRUCTIONS:**

1. Follow manufacturer’s instructions regarding the use and maintenance of equipment and use of chemicals for cleaning and sanitizing food contact surfaces. Refer to Storing and Using Poisonous or Toxic Chemicals SOP.
2. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment:
  - Before each use
  - Between uses when preparing different types of raw animal foods, such as eggs, fish, meat, and poultry
  - Between uses when preparing ready-to-eat foods and raw animal foods, such as eggs, fish, meat, and poultry
  - Any time contamination occurs or is suspected
3. Wash, rinse, and sanitize food contact surfaces of sinks, tables, equipment, utensils, thermometers, carts, and equipment using the following procedure:
  - Wash surface with detergent solution.
  - Rinse surface with clean water.
  - Sanitize surface using a sanitizing solution mixed at a concentration specified on the manufacturer’s label.
  - Place wet items in a manner to allow air drying.

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4. If a 3-compartment sink is used, setup and use the sink in the following manner:
  - In the first compartment, wash with a clean detergent solution at or above 44°C or at the temperature specified by the detergent manufacturer.
  - In the second compartment, rinse with clean water.
  - In the third compartment, sanitize with a sanitizing solution mixed at a concentration specified on the manufacturer’s label or by immersing in hot water at or above 78°C for 30 seconds. Test the chemical sanitizer concentration by using an appropriate test kit.
5. If a dish machine is used:
  - Check with the dish machine manufacturer to verify that the information on the data plate is correct.
  - Refer to the information on the data plate for determining wash, rinse, and sanitization (final) rinse temperatures; sanitizing solution concentrations; and water pressures, if applicable.
  - Follow manufacturer’s instructions for use.
  - Ensure that food contact surfaces reach a surface temperature of 72°C or above if using hot water to sanitize.

**MONITORING:**

Employees will:

1. During all hours of operation, visually and physically inspect food contact surfaces of equipment and utensils to ensure that the surfaces are clean.
2. In a 3-compartment sink, on a daily basis:
  - Visually monitor that the water in each compartment is clean.
  - Take the water temperature in the first compartment of the sink by using a calibrated thermometer.
  - If using chemicals to sanitize, test the sanitizer concentration by using the appropriate test kit for the chemical.
  - If using hot water to sanitize, use a calibrated thermometer to measure the water temperature. Refer to Using and Calibrating Thermometers SOPs.
3. In a dish machine, on a daily basis:
  - Visually monitor that the water and the interior parts of the machine are clean and free of debris.

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- Continually monitor the temperature and pressure gauges, if applicable, to ensure that the machine is operating according to the data plate.
- For hot water sanitizing dish machine, ensure that food contact surfaces are reaching the appropriate temperature by placing a piece of heat sensitive tape on a small ware item or a maximum registering thermometer on a rack and running the item or rack through the dish machine.
- For chemical sanitizing dish machine, check the sanitizer concentration on a recently washed food-contact surface using an appropriate test kit.

**CORRECTIVE ACTION:**

1. Any employee found not following the procedures in this SOP to be retrained.
2. Wash, rinse, and sanitize dirty food contact surfaces. Sanitize food contact surfaces if it is discovered that the surfaces were not properly sanitized. Discard food that comes in contact with food contact surfaces that have not been sanitized properly.
3. In a 3-compartment sink:
  - Drain and refill compartments periodically and as needed to keep the water clean.
  - Adjust the water temperature by adding hot water until the desired temperature is reached.
  - Add more sanitizer or water, as appropriate, until the proper concentration is achieved.
4. In a dish machine:
  - Drain and refill the machine periodically and as needed to keep the water clean.
  - Contact the appropriate individual(s) to have the machine repaired if the machine is not reaching the proper wash temperature indicated on the data plate.
  - For a hot water sanitizing dish machine, retest by running the machine again. If the appropriate surface temperature is still not achieved on the second run, contact the appropriate individual(s) to have the machine repaired. Wash, rinse, and sanitize in the 3-compartment sink until the machine is repaired or use disposable single service/single-use items if a 3-compartment sink is not available.
  - For a chemical sanitizing dish machine, check the level of sanitizer remaining in bulk container. Fill, if needed. "Prime" the machine according to the manufacturer's instructions to ensure that the sanitizer is being pumped through

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the machine. Retest. If the proper sanitizer concentration level is not achieved, stop using the machine and contact the appropriate individual(s) to have it repaired. Use a 3-compartment sink to wash, rinse, and sanitize until the machine is repaired.

**VERIFICATION AND RECORD KEEPING:**

1. Employees will record monitoring activities and any corrective action taken on the Food Contact Surfaces Cleaning and Sanitizing Log.
2. The manager will verify that employees have taken the required temperatures and tested the sanitizer concentration by visually monitoring foodservice employees during the shift and reviewing, initialing, and dating the Food Contact Surfaces Cleaning and Sanitizing Log.
3. The manager will complete the Food Safety Checklist daily.

**RECORDS APPLIED TO THIS PROCEDURE:**

- Food Safety Checklist
- Food Contact Surfaces Cleaning and Sanitizing Log.

**DOCUMENTATION RETENTION:**

The records applied to this procedure are to be kept on file for a minimum of 3 years.