**Example Sanitation Standard Operating Procedures (SSOP)**

*(for Food Contact Surface Cleaning/Sanitizing for Packinghouse Equipment)*

1. **What is an SSOP?** An SSOP is a written procedure that explains exactly how a certain cleaning task is completed. These procedures may vary from farm to farm. The purpose of the SSOP is to provide enough detail so employees can perform the task correctly by reading the procedure without any additional instruction. It also shows an auditor exactly how the task is performed.

2. **Completing an SSOP**

   To complete an SSOP, you need to write down step-by-step instructions, which include frequency, monitoring, record keeping, corrective actions and confirmation signature.

   The key elements that must be included in the step-by-step instructions are:

   1. Equipment used (e.g., hoses, cloths, buckets, pressure washer, scrub bushes, brooms).
   2. Chemicals used (if any) as well as concentrations and mixing instructions (e.g., sanitizers, soaps, is it mixed with water, sprayed on, how much chemical, how it is measured).
   3. Step-by-step procedures clear enough that you could do the cleaning without having to ask any questions.

**Procedure details should include the following:**

**General Information**

- Identify and explain the use of soap or sanitizers and their concentrations and equipment used. Please consult the “Resources” page for Best Practice information on use of chlorine for *Fluming and Cleaning Fresh Fruits and Vegetables* and *Cleaning Packinghouse Equipment*.
- Must explain that equipment must not be used for livestock/poultry slaughter or meat processing activities if there is a potential for this to occur at your facility.

**Frequency**

- Before each use of equipment, a general inspection is conducted to ensure equipment does not contribute to the contamination of product (e.g., checks for leaks, broken, loose, corroded or damaged parts, chipping paint, rust, rotting wood, cleanliness)
- Weekly (at a minimum when in use) – Producer/storage intermediary/packer inspects equipment in direct contact with produce (e.g., grading table, packing line, buncher, baggers), or that may have an impact on food safety for proper functioning (e.g., checks for faulty or loose parts). Weekly (at a minimum when in use) – Producer/storage intermediary/packer ensures that building equipment in direct contact with product is clean by at least one of the following cleaning procedures:

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1. Water with friction (e.g., pressure wash, wiping, and/or scrubbing)
2. Water and sanitizer (e.g., chlorine and/or quaternary ammonium)
3. Water and soap
4. Dry cleaning (e.g., broom, brushes, and/or air)

Record Keeping

- The inspection should be recorded.
- For an example Equipment Cleaning, Maintenance and Calibration form, please consult the “Forms and Training Materials” page.

3. Examples

Example A:

1. Use the black hose in the packing barn to rinse the grading table.
2. Use the purple scrub brush to scrub the surface of the table.
3. Use the hose again to rinse the grading table a second time.
4. Allow the table to dry before use.
5. This procedure should be performed every time before use of the grading table.
6. Record that you performed this activity on the Equipment Cleaning, Maintenance and Calibration form. Report the date and time performed on the sheet and sign it once completed.

Example B (using cleaning chemicals):

1. Connect the pressure washer to the tap in the packing barn closest to the grading line.
2. Use the pressure washer to wash down the entire grading line. Start at the top of the machine and work your way down.
3. Ensure that all visible organic matter, including leaves, dirt and other debris are removed from all parts of the grading line.
4. Fill the bucket with water from any tap in the packing barn.
5. Add two teaspoons of bleach to the bucket.
6. Use the bleach solution and a clean cloth to wash down the stainless steel grading tables. Ensure that the solution is in contact with the table for at least two minutes.
7. Allow to air dry.
8. This procedure should be performed every time before use of the grading line.
9. Record that you performed this activity on the Equipment Cleaning, Maintenance and Calibration form. Report the date and time performed on the sheet and sign it once completed.