Trim Table Conveyor Cleaning
Sanitation Standard Operating Procedure

Effective Date: 1.1.2015
Revision Date: 6.1.2015

Frequency: At the conclusion of the production, per the MSS

7 Steps of Effective Wet Sanitation/Cleaning

1. Secure, Disassemble, Dry Clean
2. In Sync, Top Down Pre-Rinse
3. Apply Detergent & Scrub
4. Post Rinse & Self Inspect
5. Prepare for Formal Inspection
6. Post Sanitation / Pre-Op Inspection
7. Sanitize & Assemble

Process Requirements

Safety requirements:
Safety Glasses, Chemical Splash Goggles, Mono Goggle Face Shield, Tychem Rain Suit, White Poly Disposable Apron, Green Chemical Gloves, Yellow Poly Shoe covers

MAKE SURE THAT THE POWER IS DISCONNECTED BEFORE DISASSEMBLING ANY MACHINE PRIOR TO CLEANING AND SANITATION. COVER ALL WATER SENSITIVE ELECTRIC APPARATUS.

Equipment / tools required:
Squeegee, Shovel, Portable Foamer, Locks, Chemical test kit, Condensation removal tool, ATP test unit and swabs

Cleaning / sanitizing chemicals required:
- **AFCO 5222 HD CIP 201 SD**: Low-foaming chlorinated alkaline detergent cleaner (Sodium hydroxide, sodium hypochlorite). pH 12.6= 1.0% solution
- **AFCO 5333 Power Foam CL NP**: High-foaming chlorinated alkaline detergent cleaner (Sodium hydroxide, sodium hypochlorite). pH 11.7= 1.0% solution
- **AFCO 4325 Per-Ox**: EPA registered sanitizer /disinfectant that contains peroxyacetic, hydrogen peroxide, acetic acid (pH 2.8= 1.0% solution)
- **AFCO 5503 Wyandotte Sanifect D2**: EPA registered ready to use sanitizer that contains isopropyl alcohol & quaternary ammonium (pH 8-8.7= as mixed from the factory)

Responsibility:
Trained Sanitation Crew designated by the Sanitation Supervisor/ Lead Hand or Team Leader or worker in- charge
Sanitation Preparation

Prior to the line going down, per procedure collect PPE, tools, equipment, and chemicals required for the sanitation process.

<table>
<thead>
<tr>
<th>Step &amp; Safety Watch Outs</th>
<th>List Sanitation Process Critical Details</th>
<th>Pictures (Where Necessary)</th>
</tr>
</thead>
</table>
| Step 1 Secure, Disassemble, Dry Clean | Follow GMP’s during sanitation  
1. Always follow all plant safety rules for performing this task.  
2. Follow all Lock out Tag out procedures as needed.  
3. Wipe down and cover all electrical boxes in the surrounding area.  
4. Remove excess product from the conveyor.  
5. **Quarterly per the MSS**, remove belt, wear strips, sprockets and guards for deep cleaning. | ![Picture of conveyor] |
### Step 2.1
**In Sync, Top Down Pre-rinse**

**PPE required**

Starting from the top of the conveyor and working your way down, use a water hose with at low pressure (<150psi), to rinse all product and debris from the conveyors – inside and out, wear strips, sprockets, framework and guards.

Remember: Always rinse top down.

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### Step 2.2
**In Sync, Top Down Pre-rinse**

**PPE required**

Using a sanitized floor squeegee and shovel, squeegee all product from the floor after conveyor and parts have been pre-rinsed.

Put all product and debris into the appropriate waste container.

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### Step 3.1
**Apply Detergent & Scrub**

**PPE required**

*Do NOT mix chemicals*

Put on all required PPE before using chemicals.

Use the foamer to foam the conveyor – inside and out, wear strips, sprockets, framework and guards with appropriate chemical and concentration per drum label and chemical supplier recommendations. Verify foam concentration prior to applying.

See procedure for **Titration testing**. See procedure for using **Foamer**.

Remember: Always foam bottom up and never let foam dry on equipment. Make sure to rinse off after appx. 7-12 minutes to prevent drying. See photos to right.
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Step 3.2 Apply Detergent & Scrub
PPE required
Do NOT mix chemicals

Use a green single use scrub pad and or white brush; daily scrub the conveyor – inside and out, wear strips, sprockets, framework and guards to remove any remaining product residue or debris. See photos to right.

**Remember to start with zone surfaces and work your way toward non food contact (zone 1-3)

Note: DO NOT return to food contact without changing your scrub pad.

Weekly per the MSS, perform an acid wash by scrubbing all stainless parts on the conveyor. Be sure to use the appropriate chemical and concentration per drum label and chemical supplier recommendations. Verify foam concentration prior to applying.

See procedure for Titration testing.
See procedure for using Foamer.

Step 4 Post Rinse & self-inspect
PPE required

Using the water hose with <150psi, rinse all foam from the conveyor – inside and out, wear strips, sprockets, framework and guards.

Using a flashlight, perform a visual self-inspection of entire conveyor – inside and out, wear strips, sprockets, framework and guards and the surrounding area. If any product residue or debris is found, immediately re-clean the affected areas.

Step 5 Pre-prepare for formal inspection

Use the dedicated condensation removal tool to remove residual water and dry the condensation as needed from the area. See procedure for Condensation Removal.

Ensure all tools used to reassemble equipment are: Clean, Inspected & sanitized

Purge / lubricate bearings where appropriate
<table>
<thead>
<tr>
<th>Step 6</th>
<th>Post Sanitation Pre-op Inspection</th>
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<tbody>
<tr>
<td></td>
<td>Notify QA for Pre-Op Inspection. Accompany QA during their inspection and re-clean any areas as needed immediately. If applicable, swab per the plant swab program. &lt;br&gt;&lt;strong&gt;Note: If ATP swab fails, immediately re-clean the area and retest until a passing score is achieved. &lt;/strong&gt; After the ATP swab passes, swab per plant program using a clean equipment swab to check for APC.</td>
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<tr>
<th>Step 7.1</th>
<th>Sanitize &amp; Assemble PPE required</th>
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<td></td>
<td>Put on all required PPE before using chemicals. Remove any pooling water from the equipment and surrounding floor area with sanitized squeegee as needed. Use the foamer to sanitize the conveyors – inside and out, wear strips, sprockets, framework and guards using the appropriate chemical and concentration per drum label and chemical supplier recommendations. Verify foam concentration prior to applying. &lt;br&gt;&lt;strong&gt;See procedure for Titration testing. &lt;/strong&gt; See procedure for using Portable Foamer.  &lt;br&gt;&lt;strong&gt;Remember: When foaming, always foam bottom to top for effective coverage. &lt;/strong&gt; See photo to right.</td>
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<thead>
<tr>
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<td>Remove any excess sanitizer and dry the conveyors – inside and out, wear strips, sprockets, framework and guards as needed. For reassembly, simply reverse disassembly steps. Sanitize any food contact equipment that may have been touched during reassembly. Complete and turn in all documentation.</td>
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| n/a |
Training Performance Record

Employee Name: ____________________________

Directions

• Review each task carefully before performing it.
• During training, first perform each task and subtask under the direction of a trainer.
• Prior to sign off, perform each task without assistance while under supervision.

Safety Review

• Review general safety practices and specific safety issues
• Observe the function of E-stops, guards, and disconnects.
• Do not operate equipment unless you are familiar with operating procedures and safety precautions.
• Keep hands, feet, limbs, and clothing away from moving equipment.
• Follow lockout/tag procedures before servicing or cleaning equipment.
• Wear protective equipment, including safety glasses and ear plugs.

Signatures

Employee:

I acknowledge that I have received the training and completed the tasks documented on the training performance record.

________________________________________________________________________
Signature ____________________________ Date ____________________________

Supervisor:

I confirm that the employee above has received the training and completed the tasks documented on the training performance record.

________________________________________________________________________
Signature ____________________________ Date ____________________________