THE 7-STEP OF EFFECTIVE DRY SANITATION

Purpose: A sequenced approach to support an effective and efficient sanitation process, food safety, and product quality. (Plant would add specific purpose here to include changeover examples, allergens, etc.)

### Process Requirements

| Required labor: 1 dedicated person 6-hours (this would change based on equipment / area, etc.) | Frequency: |
| Safety Requirements: PPE Required: safety glasses or goggles, sanitation boots, disposable gloves / nitrate gloves, chemical gloves, rain suit or apron. Locks and Tags per plant requirements. |
| Equipment / Tools Required: Plant would list specific tools required here. |

### Chemicals Required:

<table>
<thead>
<tr>
<th>Detergents / Sanitizers</th>
<th>Concentration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detergent name here</td>
<td>List target concentration here</td>
</tr>
<tr>
<td>Sanitizer name here</td>
<td>List no rinse target concentration here</td>
</tr>
</tbody>
</table>

### Step & Sanitation Process Details

**Step 1 Prepare for Sanitation**

Collect tools, supplies, required PPE, LOTO supplies and any chemicals and bring them to the area to be cleaned on a tool / supply cart.
<table>
<thead>
<tr>
<th>Step 2 Secure and Disassemble</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remove all remaining production ingredients, packaging supplies.</td>
</tr>
<tr>
<td>Remove all trash and product waste from the area to be cleaned.</td>
</tr>
<tr>
<td><strong>Step 2 Secure and Disassemble</strong></td>
</tr>
<tr>
<td>Turn off the equipment</td>
</tr>
<tr>
<td>LOTO, lock out tag out equipment as required per plant procedure. Reference plant LOTO procedure here.</td>
</tr>
</tbody>
</table>
### Step 2 Secure and Disassemble

Disassemble the equipment, as need to access all surface to be cleaned.

List any steps for specific part removal here. (Pictures are very helpful)

Reference any need for maintenance assistance needed.

**Do not place parts on the floor or floor-like surfaces, use carts to collect the parts.**

### Step 3 Remove Heavy Soils

Remove all visible soils from equipment and framework, using dry cleaning methods:

- Scrape
- Brush
- Wipe
- Vacuum

Do not use compressed air during this step, unless you are dealing with hard to reach or access areas.

Remove product build-up from the floor using brooms, squeegees, shovels, and vacuum to prevent cross contamination from foot traffic.

Do not use compressed air to gather product debris on the floor. This can spread microorganisms and allergens to product contact surfaces.

If the plant safety rules allow, the equipment should be cycled or jogged to ensure all surfaces are accessible to be cleaned.
**Step 4 Detail Clean**

Use dry cleaning methods to remove any remaining soils from the surfaces:

- Vacuum
- Limited compressed air
- Detergent cleaner & rinse water wipe downs
- Dry Ice Cleaning
- Dry Steam Cleaning

Drains can be cleaned during this step with dedicated PPE and drain tools. (Actually, during the dry cleaning process, the drains can be cleaned at any point prior to the pre-op inspection)

**Step 5 Self-Inspection**

Sanitor should self-inspect equipment with a flashlight and a stainless steel mirror. The equipment should be re-cleaned as needed, prior to contacting the inspectors to perform the pre-op inspection.
### Step 6 Post Sanitation Inspection

Quality, sanitation team leader, supervisor, or an individual trained in performing a pre-op inspection will complete a documented inspection of the equipment and the environment, using a flashlight and stainless steel mirror as necessary.

Inspect the entire room:
- Equipment; inside, outside, and underside
- Overheads
- All support equipment; catwalks, portable stairs, etc.
- Walls, doors, floors, and drains

Once equipment and environment are visually clean, complete clean equipment swabs (ATP, APC, Allergen swabs, etc.) as per the SSOP and product requirements, prior to sanitizing.

Document the inspection and all deficiencies and any corrective actions taken, prior to releasing the equipment for sanitizing and assembly.

### Step 7 – Sanitize & Assemble

Sanitize the equipment, parts, tools, etc. prior to starting re-assembly. (If the equipment was disassembled, the parts should be sanitized prior to reassembly, because they might not be accessible once assembled)

Re-assemble equipment: (provide re-assembly details here)

Industry best practice – re-sanitize self-draining equipment after assembly.

Ensure all tools used to clean and reassemble equipment are:
- Clean
- Inspected
- Sanitized

Prior to storage
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 / tagout procedures before servicing or cleaning equipment as required.
• 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 during the duration dates below and completed the tasks documented on the training performance record.

____________________________________      __________________-________________
Signature                 Training Start Date Completion Date