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

**Revision: 1.0  
Date: 07/22/2014**

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.

4—Materials

* Detergent name, brand, and concentration (labeled for use on food contact surfaces) ***[Provide name here]***
* Sanitizer name, brand, and concentration ***[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

1. The surface should be brushed or rinsed to remove visible dirt and debris.
2. Prepare the detergent ***[Add detergent mixing or preparation instructions here]***.
3. Apply the prepared detergent solution and scrub the surfaces moving in the direction top to bottom for large pieces of equipment. Detergent should be mixed according to the product instructions.
4. Rinse the surface with clean water until all soap suds are rinsed away moving in the direction top to bottom for large pieces of equipment.
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.

Sample SOP: Pest Monitoring, Management, and Corrective Actions Program to Minimize  
Food Safety Risks in Packing and  
Postharvest Handling Areas.

**Revision: 1.0  
Date: 10/4/2013**

1—Purpose

Describes how to monitor, manage, and respond to pest activity in fresh fruit and vegetable postharvest handling areas.

2—Scope

Applies to farm and packinghouse workers including farm owners and managers who will need to manage pest control activities on the farm and in the packing area.

3—Responsibility

Farm owners and managers must identify potential food safety hazards associated with pest activity in an effort to prevent the contamination of fresh produce during postharvest handling. Workers are responsible for following the pest control SOPs and for reporting any food safety hazards associated with pests to their supervisors.

4—Materials

* Recordkeeping logs
* Rodent traps (un-baited if inside packinghouse)
* Phone number and contact information for pest control company

5—Procedure

To be completed and reviewed yearly to ensure the pest control program is functioning properly to reduce food safety risks associated with pests in postharvest handling areas.

1. Scout the packing and handling areas for signs of pest activity (e.g. droppings, nests, damaged product) to identify type of pest and extent of activity.
2. If pest activity is found, develop and implement strategies to reduce or eliminate their presence such as using un-baited traps in the packinghouse, installing bird netting, or hiring a pest control specialist.
3. Monitor for pest activity including checking traps and scouting for pest activity in and around the packing facility every ***[Add time frame here]***.
4. Document all monitoring and control activities.
5. [Outline corrective actions for immediate food safety threats that may occur from pest activity here such as bird feces found on product, rodent activity in storage areas].