



# Wiskerchen Cheese Inc. Policy

Title: Sanitation

# 1.042

Issue Date: 11/4/13	Written By: Josh Gerstner	Approved By: John Wiskerchen	Revision # 4	Revision Date: 6/21/21	Revised By: Denise Wolf	Supersedes: 8/24/20	Page 1 of 8
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**Purpose:** Sanitation applies to all facilities to ensure:

1. That employees have appropriate written instructions for cleaning equipment and the facility
2. That areas are inspected and sanitized prior to startup
3. That chemical use is appropriate and controlled during sanitation

**Forms:** Forms associated with this policy:

1. Standard Sanitation Operating Procedures
2. Pre-Operational Inspection Sheets
3. Sanitation Schedules
4. Chemical Inventory

I. Standard Sanitation Operating Procedures

Facilities shall work with their chemical service providers to develop and implement standard sanitation operating procedures (SSOPs) to educate employees on how to properly clean equipment and the facility. These shall be reviewed every 12 months or after significant equipment changes.

SSOPs shall contain the following information:

- a. The name of the equipment or process covered
- b. The date of latest revision
- c. A list of chemical types to be used (alkaline, acid, sanitizer, etc)
- d. A list of the cleaning chemicals and the concentrations to be used
- e. Wash temperatures for the chemicals
- f. Provide instruction on the proper sequence for cleaning
- g. Personal Protective Equipment

II. Inspection

A physical inspection of all food contact equipment shall be performed and documented before production starts. Physical inspection shall include the production area to ensure that the environment is conducive to food processing.

A. Specific equipment

Equipment identified as high impact shall be documented on individual pre-op inspections. These inspection forms will also include post cleaning inspection. The following information shall be on these inspection forms:

1. Date of inspection
2. Identification of the equipment
3. Start and end of production, identification of equipment status (good, undamaged)
4. Identification if work orders have been written for repairs



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5. Start and end of production inspection instructions
6. Start and end of production, listing of who inspected the equipment and if it passed
7. Who re-cleaned and sanitized the equipment (if needed)
8. Who re-inspected the equipment and if it passed (if needed)
9. A comments section for corrective actions taken if any issues are identified

## B. Standard Equipment

Equipment with lowered exposure to product volume shall be documented on a departmental pre-op inspection. These inspection forms shall include the following information:

1. Identification of the department
2. Dates covered (week of or date – date, example: week of June 13, 2011 or June 13 – June 17, 2011)
3. Equipment/items to be inspected
4. Are there any loose or missing parts?
5. Are power and an air source available?
6. Is there wear on moving parts?
7. Is the equipment clean and in working condition?
8. Initials of person performing the checks
9. A comments section for corrective actions taken if any issues are identified

## C. Idle Time and Startup

Unless otherwise stated on specific equipment pre-op inspection documents the following rules apply to idle time and startup conditions:

1. If a sanitizing step is required on wet cleaned equipment, idle shall not exceed 8 hours prior to use of equipment without an additional sanitizing step occurring and being documented.
2. After prolonged idle time (72 hours) all wet cleaned equipment shall be re-cleaned and sanitized prior to production. This shall be documented.

## III. Effectiveness

### A. Microbial Analysis (monitoring)

See Pathogen and environmental monitoring program. Includes environmental monitoring, hand swabbing, air testing, liquid testing and clean equipment swabs

### B. Visual Inspection (verification)

See specific and standard equipment inspection process above.

### C. Trend Analysis (validation)

See verification and validation of programs.

## IV. Sanitation Systems



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A. Clean-In-Place (CIP)/Assisted Cleaning System (ACS) Requirements

All lines, circuits and equipment cleaned by CIP/ACS shall:

1. Be designed for proper drainage and contain no dead ends.
2. Have smooth impermeable surfaces.
3. Assure no product stagnation occurs (off shoot pipes may not extend a distance greater than 1.5 times the diameter of the original pipe).
4. Have no cross connections that could result in product contamination.
5. Have a properly installed and sized strainer located after the supply pump (Tube with 1/8 inch perforations, a 20 mesh sleeve can be used to reduce the frequency of spray ball checks).
6. Assure that butterfly valves are not in use without appropriate periodic equipment cleaning and maintenance.
7. Have lines and tanks cleaned on separate circuits.

New installations of CIP/ACS systems shall have an automatic recording device in the return for:

1. Conductivity
2. Temperature
3. Proof of flow
4. Flow rate
5. Duration of cleaning steps
6. Name of circuit being run

Existing installations unable to automatically record the listed cleaning parameters shall record the results on a cleaning log or circular chart.

CIP/ACS systems shall allow for the following parameters:

Cycle Step:	Temperature:	Valve Pulses:
Rinse	Ambient	2-3
Caustic Wash	<175 F	4-6
Rinse	Ambient	3-4
Acid Wash	<165 F	4-6
Rinse	Ambient	3-4
Sanitize	Ambient	3-4
Rinse	Ambient	3-4

CIP/ACS wash cycles are typically 10-20 minutes for tanks and 20-30 minutes for lines with flow rates outlined below:

Size:	<3 inches	3-4 inches	4 inches +
Lines	5 ft/second	6 ft/second	7 ft/second



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Tanks	Set per manufacturers recommendations for cleaning
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\*New installations of CIP/ACS systems shall undergo an initial validation (3x) followed by an annual validation (1x) on the following parameters. Verification is carried on as follows:

**Verification Activities:**

Parameter Checked:	Frequency with Electronic Control Unit:	Frequency with Manual Control Only:
Solution Strength*	Weekly	Each cycle
Temperature*	Each cycle	Each cycle
Time*	Each cycle	Each cycle
Flow Rate*	Every 6 months	Every 6 months
Spray Devices	Every 2 weeks	Every 2 weeks
Strainer/Filter	Weekly	Weekly

\*Facilities utilizing chemical contractors for verification activities may set up an annual rotating schedule verification of these attributes.

**B. Clean-Out-of-Place (COP) Requirements**

COP tanks shall:

1. Not to be used for cleaning raw equipment parts or raw environmental parts.
2. Be used for the cleaning of either equipment parts or environmental parts. If there is more than one COP tank they shall be labeled with what items can be washed in them.
3. Be of a size and design to provide adequate circulation for items to be washed in it.

New installations of COP tanks should be outfitted with automatic conductivity, temperature and time recording functions. Existing installations shall record solution strength, temperature and time on a cleaning log.

**C. Manual Cleaning**

**1. Cleaning Tools**

Cleaning tools shall:

- a. Be color coded for their application:
  - White – Product contact
  - Blue – Blue veined product contact only
  - Yellow – Environmental contact
  - Black – Drain cleaning only
  - Red – Raw production areas only
- b. Be hung on separate racks to prevent cross contamination.
- c. Be hung such that bristles do not touch walls, floors, etc.
- d. Be rinsed, cleaned and sanitized (as applicable) after use.



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- e. Be equipped with solid handles and hooks to allow them to hang bristles down.
- f. Be free of loose bristles or cracked head blocks.
- g. Dedicated for a single use if Scrub pads (green/white pads) or micro fiber paper/cloths.
- h. Have appropriate labeling if they hold chemicals for cleaning.

Solution Strength Verification Activities:

Activity:	Frequency:	Orifice Check:
Manual Cleaning	Monthly	NA
Stationary Foam Cleaning	Monthly	Weekly
Portable Foam Cleaning	Weekly	NA

2. Adjacent Line Cleaning

During cleaning activities when an adjacent line is running the following rules shall be followed:

- a. Hose spray shall be minimized during cleaning activities and directed away from adjacent lines that are running.
- b. Hoses shall be kept away from the running line to prevent hazards to non-cleaning employees.
- c. Product and packaging materials shall be protected from the cleaning activities through the use of barriers.
- d. Chemicals shall be kept away from product and packaging during cleaning activities.
- e. Drains shall be closely monitored to prevent backups or overflows.

3. Drain Cleaning

During drain cleaning the following rules shall be followed:

- a. Drains should be cleaned at the end of the shift after production is completed.
- b. High pressure cleaning of the drains is prohibited.
- c. Drain cleaning equipment shall be dedicated, identified and stored separate from the production areas.
- d. Drain parts shall not be cleaned in the COP tank.
- e. Drain parts shall be cleaned at the drain they belong to.
- f. Employees cleaning drains shall change gloves and other soiled protective equipment prior to resuming work.

Facilities shall maintain a map of drain locations with each drain numbered to facilitate proper cleaning of the drains. Drains in wet areas shall be cleaned at least once per production/packaging day. Drains in dry areas shall be cleaned at least once per week.

Drain Backup Policy:



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In the event of a drain backup or overflow, including toilets, the following process shall be followed:

- a. If production or packaging is in operation, the area affected should be shut down, as soon as possible, considering the safety risks. Report the incident to the department head, maintenance and quality assurance for proper documentation and actions to be taken.
- b. Remove all pallets, supplies and ingredients within a 10 foot perimeter of the affected area.
- c. Remove all exposed product from within the perimeter and place on hold pending disposition.
- d. Avoid any traffic through the area at risk.
- e. Correct the issue.
- f. Once the problem is corrected, all of the floor activity and any surface areas that were in contact with the drain material must be cleaned and sanitized in accordance with the standard sanitation operating procedure.
- g. Once the above has been completed, then production can resume.
- h. Quality Assurance will identify the need for additional environmental monitoring to insure effectiveness of cleaning

4. Traffic Controls

Facilities shall have foot sanitizing and hand washing/sanitizing equipment.

- a. Footbaths  
Footbaths shall be filled to a level to ensure that the entire sole of the shoe is allowed to contact the sanitizer.
- b. Door foamers  
Door foamers must cover the traffic pattern of the door area completely and at adequate intervals or the foamer must activate when the door opens.

Traffic Control:	Chemical/Concentration:	Check:
Footbath	Quat 800 ppm minimum	Each Shift

- c. Dry Quat  
Dry Quat must cover the traffic of the door area completely and should be sprinkled at the start of each shift.
- d. Hand washing/sanitizing  
Hand sanitizing activities shall be performed with a Quaternary ammonia solution (per manufacturers recommendation) or with a 100-200 ppm chlorine solution.

V. Master Sanitation Schedule



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## A. Cleaning Types

Each facility shall have a master sanitation schedule that includes the following types of cleaning:

1. Routine

Items cleaned on a daily basis.

2. Seasonal

Items cleaned based on seasonal or climatic needs.

3. Janitorial

Items cleaned in personnel areas of the facility.

4. Period

a. Periodic Equipment Cleaning (PEC)

Cleaning in which processing equipment is taken apart beyond what is done during routine cleaning to reach and clean potential harborage areas in the equipment.

b. Periodic Infrastructure Cleaning (PIC)

Cleaning of structural areas of the facility not cleaned during routine cleaning.

## B. Structure

The master cleaning schedule shall have the following elements:

1. Type of cleaning for the listed task

2. The cleaning task to be performed

3. The department the task is assigned to

4. The method for cleaning

a. Chemical designation (C – caustic, A – acid, S – Sanitizer)

b. Chemical name

c. Concentration (list in titrateable amounts)

d. Wash Temperature

e. Wash Time

5. Frequency of cleaning task

## VI. Department Cleaning Schedules

Facilities shall break down the master cleaning schedule into working cleaning schedules to be filled out by the assigned departments. The departmental cleaning schedules shall have the following elements:

1. What month the cleaning schedule covers

2. Departmental designation for the tasks

3. A listing of each cleaning task

4. A location for department heads to assign responsibility for specific tasks as needed

5. Numbered boxes corresponding to each day of the month (employees that complete a task shall initial in the box for the day they completed it on)

6. A listing of the frequency for completion on each task



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### VII. Chemical Inventory

Facilities shall maintain cleaning chemical inventories to allow for use rate tracking and cost control. The inventory shall be reported monthly as can be tracked by the facility or by the facilities contract chemical provider.

Approved By: \_\_\_\_\_

Date: \_\_\_\_\_