

SOP: Food Safety, Hygiene, and Sanitation Protocols

This SOP establishes comprehensive **food safety, hygiene, and sanitation protocols** to ensure the highest standards of cleanliness and prevent contamination throughout food handling processes. It covers personal hygiene requirements, proper cleaning and sanitizing of equipment and surfaces, safe food storage and preparation practices, pest control measures, and regular monitoring and documentation of sanitation activities. The goal is to protect consumer health by maintaining a safe and sanitary food environment in compliance with regulatory standards.

1. Personal Hygiene Requirements

- All food handlers must thoroughly wash and sanitize hands before starting work, after using the restroom, handling raw food, or touching contaminated surfaces.
- Wear clean uniforms, hair restraints, and closed-toe shoes at all times in food preparation areas.
- No eating, drinking, smoking, or chewing gum in food handling areas.
- Report any signs of illness or open wounds immediately to supervisors; remove affected personnel from food handling duties as required.

2. Cleaning and Sanitizing of Equipment and Surfaces

- Clean and sanitize food contact surfaces (counters, cutting boards, utensils) before use, after each use, and after contact with raw foods.
- Use only approved cleaning agents and follow manufacturer instructions for dilution and contact time.
- Non-food contact surfaces (floors, walls, sinks) should be cleaned daily or as needed.
- Maintain cleaning logs to document cleaning and sanitizing activities.

3. Safe Food Storage and Preparation Practices

- Store foods at proper temperatures: **Refrigerated ($\pm 4^{\circ}\text{C}$ / 40°F), Frozen ($\pm 18^{\circ}\text{C}$ / 0°F).**
- Label and date all stored food items; implement First-In-First-Out (FIFO) rotation.
- Ensure food is covered and off the floor during storage.
- Separate raw and cooked foods to prevent cross-contamination, using designated equipment and surfaces.
- Cook foods to safe internal temperatures as per regulatory guidelines.

4. Pest Control Measures

- Conduct regular inspections for signs of pests (droppings, nests, gnaw marks).
- Seal all entry points and ensure window and door screens are intact.
- Keep food and waste in sealed containers; dispose of waste daily.
- Engage licensed pest control professionals for regular service and documentation.

5. Monitoring and Documentation

- Maintain temperature logs for refrigerators, freezers, and hot holding units.
- Complete daily sanitation checklists and cleaning logs.
- Conduct regular staff hygiene and food safety training sessions; document attendance.
- Retain all monitoring and cleaning records for regulatory review.

6. Recordkeeping Table (Example)

Date	Sanitation Activity	Person Responsible	Comments/Issues Noted
2024-06-14	Cleaned and sanitized prep tables	Jane D.	All surfaces passed ATP check
2024-06-14	Checked refrigeration temps	Sam M.	Fridge #2 temp adjusted

7. Compliance

- All staff are required to follow the above protocols at all times.
- Non-compliance will result in corrective actions, including retraining or disciplinary measures.
- This SOP will be reviewed annually or as required by regulatory changes.

