

# Standard Operating Procedure (SOP): Sanitation of High-Touch and Critical Control Areas

This SOP details the **sanitation of high-touch and critical control areas**, encompassing standardized cleaning protocols, frequency of sanitation procedures, approved disinfectants and cleaning agents, proper use of cleaning equipment, staff responsibilities, and monitoring and verification processes. The objective is to minimize contamination risks, prevent the spread of pathogens, and maintain a safe and hygienic environment in sensitive operational zones.

## 1. Scope

This SOP applies to all staff involved in cleaning and sanitation within high-touch and critical control areas across the facility, including but not limited to production, laboratory, and common areas.

## 2. Definitions

- High-touch areas:** Surfaces frequently handled such as door handles, switches, keypads, handrails, and shared equipment.
- Critical control areas:** Operational zones requiring stringent hygiene controls due to potential contamination risks (e.g., processing lines, chemical storage, cleanrooms).

## 3. Responsibilities

- Cleaning Personnel:** Perform sanitation tasks as assigned, adhere to protocol, and document completion.
- Supervisors:** Provide training, oversee cleaning schedules, verify compliance, and conduct audits.
- All Staff:** Report unclean areas or sanitation failures immediately.

## 4. Approved Disinfectants & Cleaning Agents

- List all approved agents:** (e.g., EPA-registered disinfectants, alcohol-based solutions, quaternary ammonium compounds, chlorine solutions)
- Refer to the Safety Data Sheet (SDS) for each chemical used.
- Ensure compatibility with surfaces and equipment.

## 5. Frequency of Sanitation Procedures

| Area                       | Example Surfaces                  | Frequency  |
|----------------------------|-----------------------------------|--|
| High-Touch Areas           | Handles, railings, switches       | At least every 2 hours, or more frequently as needed             |
| Critical Control Areas     | Workbenches, production equipment | Before and after each shift, and immediately after contamination |
| Restrooms and Common Areas | Faucets, dispensers               | Multiple times daily   |

## 6. Standardized Cleaning Procedure

- Wear designated PPE (gloves, mask, apron, etc.).
- Remove loose debris or organic matter from surfaces.
- Apply approved cleaning agent according to manufacturer's instructions.
- Allow sufficient contact time for disinfectant to be effective.
- Wipe surfaces with clean, single-use or properly sanitized cloths/mops.
- Dispose of disposable materials in designated waste containers.
- Remove and discard or disinfect PPE as required.
- Wash hands after completing cleaning tasks.

## 7. Use of Cleaning Equipment

- Assign dedicated equipment (mops, cloths, buckets) to critical control areas and label accordingly.
- Clean and disinfect reusable equipment after each use.
- Store cleaning equipment in designated sanitation storage areas.

## 8. Documentation

- Complete sanitation logs for each area cleaned, including date, time, personnel, and product used.
- Supervisors review logs daily for accuracy and completeness.

## 9. Monitoring & Verification

- Supervisors conduct regular visual inspections and random spot checks.
- Utilize surface swabbing or ATP monitoring where applicable.
- Investigate and address any sanitation failures or deviations promptly.

## 10. Training

- All staff receive initial and refresher training in sanitation protocols, proper chemical use, and equipment handling.
- Training records maintained in personnel files.

## 11. References & Related Documents

- List of approved cleaning agents (Appendix A)
- Safety Data Sheets (SDS)
- Cleaning schedule templates
- Facility hygiene policy

*Review cycle: Annually, or as regulations and facility needs change.*