

Standard Operating Procedure (SOP): Sanitation and Disinfection of Tools and Workstations

This SOP details the **sanitation and disinfection of tools and workstations** to maintain a clean and hygienic environment. It covers proper cleaning methods, selection and use of disinfectants, cleaning schedules, safety precautions, and documentation procedures to prevent contamination and ensure the health and safety of workers and products.

1. Purpose

To establish standardized procedures for the cleaning, sanitation, and disinfection of all tools and workstations, ensuring compliance with hygiene and safety requirements.

2. Scope

This SOP applies to all personnel responsible for the handling, cleaning, and maintenance of tools and workstations within the facility.

3. Responsibilities

- **All Staff:** Adhere to the cleaning and sanitation protocols outlined in this SOP.
- **Supervisors:** Monitor compliance, provide training, and review documentation.
- **Quality Assurance:** Conduct periodic audits and ensure that the effectiveness of the procedures is reviewed regularly.

4. Materials and Equipment

- Personal Protective Equipment (PPE): gloves, masks, aprons, safety goggles
- Approved disinfectants (EPA-registered or as recommended)
- Cleaning agents/detergents
- Cleaning cloths, brushes, and sponges
- Disposable wipes or towels
- Buckets and spray bottles
- Waste bins with liners
- Documentation forms or digital log sheets

5. Procedure

5.1 Preparation

1. Don appropriate PPE before cleaning activities.
2. Clear workstation of all unnecessary items and debris.
3. Ensure all cleaning and disinfecting materials are available and prepared per manufacturer instructions.

5.2 Cleaning of Tools and Equipment

1. Remove visible dirt or residue from tools with water and detergent.
2. Rinse thoroughly to remove all detergent.
3. Disinfect by immersing or wiping tools with approved disinfectant, observing recommended contact time.
4. Allow tools to air dry or dry with a clean towel.
5. Store sanitized tools in a clean, designated area.

5.3 Cleaning of Workstations

1. Remove loose debris and waste from work surface.
2. Clean surfaces with detergent and water, wiping thoroughly.
3. Apply disinfectant to all surfaces, ensuring even coverage and recommended contact time.
4. Allow surfaces to air dry or dry with disposable towels.
5. Dispose of used towels and waste in appropriate bins.

6. Selection and Use of Disinfectants

- Use only approved disinfectants according to their label instructions.
- Ensure the correct dilution and contact time for each product.
- Store disinfectants safely, away from food/product handling areas.

7. Cleaning Schedule

Area/Item	Frequency	Responsible Staff
Workstations	Before and after each shift; immediately after spills	All Staff
Tools/Utensils	After each use	All Staff
Common-touch surfaces (handles, switches)	At least twice daily	Assigned Cleaning Staff

8. Safety Precautions

- Always wear PPE when handling cleaning chemicals.
- Avoid mixing different cleaning agents or disinfectants.
- Label all cleaning solutions clearly.
- Ensure proper ventilation during cleaning procedures.
- Report accidents or chemical exposure immediately.

9. Documentation

1. Complete cleaning and disinfection logs after each task.
2. Supervisors to review and sign off daily.
3. Records should be retained for audit and review for at least 12 months.

10. Revision and Review

- This SOP should be reviewed annually or after any significant change in procedure or regulation.
- Document all revisions, including date and authorizing personnel.