

# SOP: Sanitization of Equipment and Work Surfaces

This SOP details the **sanitization of equipment and work surfaces**, encompassing procedures for cleaning, disinfecting, and maintaining hygiene standards to prevent contamination and ensure a safe working environment. It includes the selection of appropriate sanitizing agents, step-by-step cleaning protocols, frequency of sanitization, proper handling and storage of cleaning materials, and verification methods to maintain the highest levels of cleanliness and safety in the workplace.

## 1. Purpose

To outline the procedures for sanitizing equipment and work surfaces to prevent contamination and maintain hygiene standards.

## 2. Scope

This SOP applies to all personnel involved in the use, maintenance, and cleaning of equipment and work surfaces in the facility.

## 3. Responsibilities

- Staff: Execute cleaning and sanitization tasks as instructed.
- Supervisors: Ensure compliance with this SOP and maintain records.
- Quality Control: Verify cleanliness and hygiene standards are met.

## 4. Selection of Sanitizing Agents

- Use only approved cleaning and sanitizing agents as listed in the facility's chemical register.
- Refer to manufacturer's instructions for proper dilution and usage.
- Ensure agents are compatible with the surfaces and equipment to be cleaned.

Surface/Equipment	Recommended Sanitizer	Concentration	Contact Time
Stainless Steel	70% Isopropanol	Ready-to-use	1 min
Plastic Surfaces	Quaternary Ammonium	200 ppm	10 min
Glassware	Sodium Hypochlorite	0.1%	5 min

## 5. Cleaning & Sanitization Procedure

1. **Preparation:**
  - Wear appropriate personal protective equipment (PPE).
  - Remove loose debris from equipment and surfaces.
2. **Cleaning:**
  - Apply cleaning agent using a clean cloth, sponge, or brush.
  - Scrub surfaces to remove dirt and residues.
  - Rinse surfaces with clean water, if applicable.
3. **Sanitization:**
  - Apply the selected sanitizer evenly over the surfaces/equipment.
  - Allow the sanitizer to remain for the recommended contact time.
4. **Drying:**
  - Allow surfaces to air dry, or use clean disposable towels if necessary.

## 6. Frequency of Sanitization

- Before beginning work and after completing work.
- After any spill or contamination event.
- At regular intervals as per facility schedule (e.g., every 4 hours).

## 7. Handling & Storage of Cleaning Materials

- Store cleaning agents in their original, labeled containers.
- Keep materials in a designated cleaning supply area.
- Dispose of used materials (e.g., wipes, gloves) in appropriate waste bins.

## 8. Verification & Documentation

- Inspection of cleaned surfaces by supervisors or quality personnel.
- Record cleaning activities in the Cleaning Log Sheet.
- Use swab tests or other verification methods as needed.

Date	Area/Equipment	Cleaned by	Checked by	Comments

## 9. References

- Manufacturer's instructions for cleaning agents
- Facility hygiene and safety guidelines
- Local regulatory requirements

## 10. Revision History

Date	Version	Description	Approved by