

Standard Operating Procedure (SOP): Cross-Contamination Prevention Procedures

This SOP details **cross-contamination prevention procedures** in food preparation and cooking areas, focusing on hygiene practices, proper food handling, equipment sanitation, and separation of raw and cooked foods. The goal is to minimize contamination risks, ensure food safety, and protect consumers from foodborne illnesses by implementing strict cleanliness and handling protocols throughout all stages of food preparation.

1. Scope

This SOP applies to all staff involved in food handling, preparation, and cooking in the specified facility.

2. Responsibilities

- **Food Handlers:** Follow all procedures outlined in this SOP.
- **Supervisors/Managers:** Monitor compliance, provide training, and enforce corrective actions.
- **Sanitation Staff:** Ensure cleaning and sanitizing of all equipment and surfaces as scheduled.

3. Procedures

1. Personal Hygiene

- Wash hands thoroughly with soap and water before and after handling food, after handling raw foods, after using the restroom, and after touching face or hair.
- Wear clean uniforms, hair restraints (caps, hairnets), and disposable gloves as needed.
- Do not work with food if exhibiting symptoms of illness.

2. Food Handling

- Store raw and cooked foods separately; raw foods must always be stored below cooked or ready-to-eat foods.
- Use color-coded cutting boards and utensils to differentiate between raw and cooked/ready-to-eat foods.
- Do not use the same utensils, cutting boards, or containers for raw and cooked food without proper washing and sanitizing.

3. Equipment and Surface Sanitation

- Clean and sanitize all food contact surfaces and equipment before and after each use, especially after handling raw foods.
- Sanitize sinks, prep tables, and utensils between different tasks or food types.
- Ensure cleaning products used are food-safe and follow manufacturer's instructions for dilution and contact time.

4. Separation of Raw and Cooked Foods

- Designate separate storage zones and prep areas for raw and cooked foods.
- Avoid transporting raw and cooked foods together; use separate containers and trays.
- Label all storage containers clearly to avoid confusion and cross-use.

5. Waste Management

- Dispose of food waste and packaging from raw foods immediately in designated bins.
- Clean and sanitize hands and surfaces after removing waste or changing tasks.

4. Monitoring

- Supervisors must conduct regular inspections of food prep and cooking areas to ensure adherence to SOP.
- Maintain records of cleaning schedules, temperature logs, and equipment sanitation.
- Immediately document and address any non-conformities or potential contamination incidents.

5. Corrective Actions

- Isolate and evaluate suspected contaminated food items according to recall procedures.
- Re-train staff found not adhering to procedures.
- Increase frequency of monitoring and review protocols as needed.

6. Training

- All staff must receive initial and periodic refresher training on cross-contamination prevention procedures.
- Training records must be maintained for all team members.

7. Documentation

Record	Frequency	Responsible	Retention Period
Cleaning and sanitizing logs	After each cleaning task	Sanitation Staff	6 months
Food storage logs	Daily	Food Preparation Staff	6 months
Training records	Upon training completion, refresher annually	HR/Training Coordinator	2 years
Incident reports	As needed	Supervisors	2 years

8. References

- Food and Drug Administration (FDA) Food Code
- Local health department regulations
- Company food safety policy

9. Revision History

Date	Revision	Changes Made	Approved By
2024-06-10	1.0	Initial SOP created	Food Safety Manager