Writing SSOPs
Sanitation Standard Operating Procedures

A SANITATION STANDARD OPERATING PROCEDURE
- Is a written document
- Outlines procedures or programs used to maintain equipment and the environment in a sanitary condition for food processing
- Specifies
  - what is to be cleaned
  - how it is to be cleaned
  - how often it is to be cleaned
- Is a step-by-step description of cleaning & sanitizing procedures
- Defines the records used to monitor the procedures

AN SSOP
- Is part of a Food Safety Plan
- May be a Prerequisite Program
- May be written for
  - a piece of equipment
  - several pieces of equipment in a process
  - an environmental area
  - as a Master Sanitation Plan for the whole facility
- Is updated when there is a change in processes or chemicals used
- Should be reviewed annually with the Food Safety Plan

TIPS FOR WRITING SSOPs
- Use easy to understand language
- Describe the steps completely — treat this a training document
- Include the specific chemical type, name, brand, and concentration
- Include the temperature and time conditions used
- Add notes as needed for clarification
ELEMENTS OF AN SSOP

- Company Name
- Date (most recent update or effective date)
- Version ID
- SSOP Number (optional)
- Title (name of the procedure or program)
- Scope or Introduction (what is covered)
- Frequency (how often this should be done)
- Procedures (step-by-step instructions)
- Recordkeeping (break into sections for multiple tasks)

EXAMPLE SSOP

Cheese Process Equipment Cleaning and Sanitizing

**SCOPE**

Cheese process equipment includes the pasteurizer, cheese vat, cheese press, tables, and utensils used during the manufacture of cheese.

**CLEANING & SANITIZING SCHEDULE**

Processing equipment is sanitized immediately prior to use and cleaned at the end of each processing shift.

**MANUAL SANITIZING**

1. Fill 5 gallon bucket with room temperature water.
2. Add 1 packet of ABC powdered sanitizer (HIJ Company) to the bucket. Stir to dissolve.
3. Sanitize equipment using a clean brush, making sure to sanitize all surfaces and parts.

**MANUAL CLEANING (in a sink)**

1. Disassembled equipment to be cleaned and rinse parts with warm water.
2. Make cleaning and sanitizing solutions according to manufacturers instructions.
3. Wash parts using a clean brush, making sure to wash all surfaces and parts.
4. Rinse thoroughly with warm water to remove cleaner residues.
5. Rinse parts with sanitizer solution.
6. Visually inspect parts for damage and residual cleaner.

**CIP CLEANING OF THE HTST PASTEURIZER**

1. Continue the flush rinse after product processing until the clean water comes out of the product lines (at least 20 min). Maintain water level in balance tank.
2. Prepare the HTST and Homogenizer for CIP.
   a. Turn the Temperature Set Point down to allow the flow to divert. Shut off the booster pump, homogenizer, and hot water system. Turn off the chilled water.
   b. Turn the switch on the Back Panel (CIP box) from Product to CIP.
   c. Reconnect the product recirculation line. Remove end caps and reconnect the bypass line on the homogenizer.
   d. Turn the Product Flow on CIP on the Control Panel.
3. Turn HTST system back on & stabilize conditions.
   a. Check water level in balance tank, and add water if needed.
   b. Release the backpressure using the Back Pressure Regulating Valve.
   c. Adjust the Temperature Set Point to 140°F.
4. Try the Homogenizer and Booster Pump to High Speed. Turn on the Hot Water System at the control panel.

**CLEANING & SANITIZING SCHEDULE**

- Acid solution should be 8,000 – 10,000 ppm; adjust concentration and as needed.
- Sanitation Test Log.
- Add 1.5 lbs of acid (KLM acid cleaner by HIJ Company) to the balance tank.
- Add city water to the balance tank to a level just below the side port.
- Turn flow valve back to Forward Flow F/F.
- When balance tank is almost empty, add clean water to balance tank for rinse.
- Rinse with clean water 30 – 45 min.
- Turn on the Booster Pump before turning on the HTST.
- Adjust the Temperature Set Point to 120°F.
- Release the backpressure using the Back Pressure Regulating Valve.
- Add 4.5 lbs of caustic (EFG caustic cleaner by HIJ Company) to balance tank.
- Add 4.5 lbs of acid (KLM acid cleaner by HIJ Company) to balance tank.

**RECORDKEEPING**

- The results from testing the concentrations of cleaning solutions are recorded on the Sanitation Test Log immediately following the test.
- CIP cleaning of the pasteurizer is recorded on the Pasteurization Chart at the end of the production run each day.
- Manual cleaning of the cheese vat, tables and equipment is recorded on the Daily Cleaning Log.