

## Sanitation

Sanitation is an important component of any Food Safety program. This guide provides an overview of sanitation and key components of an effective sanitation program.

### Definitions

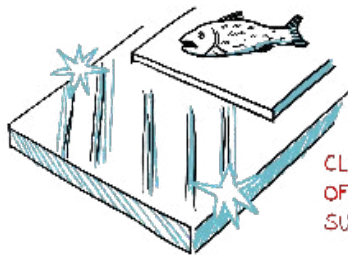
**Adulteration** - Decreasing the quality of a product by adding substances not meant to be in food(s) or food products often called contaminants or adulterants, which can include pathogens, chemicals, allergens, or other foreign objects.

**Contamination** - The adulteration of a product during processing, potentially rendering the finished product unsafe to eat. Cross-contamination is the act of transferring contaminants from one place/product to another.

**Clean** - The process of physically removing dirt, debris, and impurities from an object or surface.

**Sanitize** - The process of reducing the number of microorganisms on an object or surface.

**Sterilize** - The process of removing or killing microorganisms on an object or surface.



CLEANLINESS  
OF FOOD CONTACT  
SURFACES

### Sanitation Control Procedures (SCP's) or Sanitation Standard Operating Procedures (SSOP's)

The SCP's also known as SSOP's, are procedures put in place to maintain sanitary facilities, equipment, and practices. They are based on the Good Manufacturing Practices (GMP's) and help processors outline and describe the goals, methods, and activities that are necessary to address the requirements for the eight key areas of sanitation in the Seafood HACCP regulation.

## Eight Key Areas of Sanitation

### 1. Safety of water

Ensure the water used is safe for its intended use (food production, cleaning, ice etc.).

**Source of water**- if using municipal water keep water quality records on hand from your water authority. When using private water (i.e. wells) you are responsible for monitoring the water for chemical and biological contamination. Visit the NYS Department of Health website for more guidance.

**Protecting water** - You should ensure that your plumbing is constructed and maintained to prevent contamination and protect your water supply. This includes preventing backflow and cross connection between the water supply and wastewater or sewage leaving the facility.

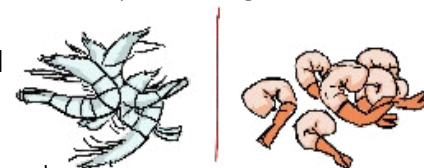
### 2. Condition and cleanliness of food contact surfaces

Food Contact Surfaces (FCS) including utensils, gloves and outer garments must be maintained in a clean and sanitary condition and constructed, designed, and installed in a way that allows for them to be easily cleaned and sanitized.

### 3. Prevention of cross-contamination

Cross-contamination of foods from insanitary objects, food packaging material, other food contact surfaces, staff, and from raw product to processed product must be prevented. Some methods for preventing cross-contamination include:

- » use of gloves and regular hand-washing.
- » separating different processing activities and ingredients by time and/or space (i.e. separate rooms for handling and storing raw and cooked products).



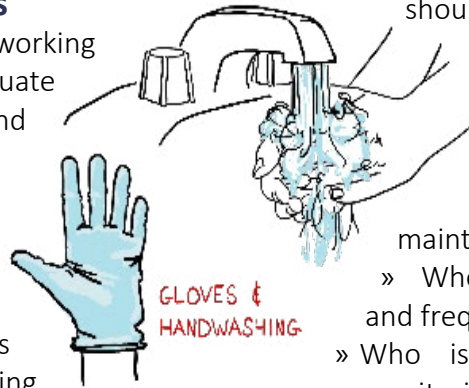
SEPARATION OF  
RAW & COOKED  
PRODUCTS

#### 4. Maintenance of hand-washing, hand sanitizing, and toilet facilities

Facilities must be maintained in working order, clean and sanitary with adequate means for waste disposal and treatment.

#### 5. Protection from adulterants

Foods, packaging, and food contact surfaces must be protected from adulterants such as lubricants, fuel, pesticides, cleaning compounds, sanitizing agents, condensate, and other chemical, physical, and biological contaminants.



#### 6. Labeling, storage and use of toxic compounds

Toxic compounds must be properly labeled, stored (separately from food products), and used to prevent contamination of foods during processing and storage.

#### 7. Employee health

All staff working in and handling seafood should be healthy and free from any communicable diseases. Staff with boils, sores, infected wounds and visible signs of illness should not be permitted near food preparation areas.

#### 8. Exclusion of pests

Pests such as insects, birds, rodents and domestic animals must be excluded from the food processing or storage facility at all times.

### Additional Resources

- » [Seafood Network Information Center](#)
- » [Seafood HACCP Alliance: Sanitation Records](#)
- » [Sanitation Monitoring for Seafood Processors: Virginia Cooperative Extension](#)
- » [Food Safety and Sanitation for Food Manufacturers \(Online Training through PennState\)](#)
- » [FDA Food Code](#)

The Seafood HACCP Alliance also has a Sanitation Controls Procedures Course. Learn more at [www.afdo.org/training/sha/seafood-haccp/](http://www.afdo.org/training/sha/seafood-haccp/)

### Regulatory Recommendations

The FDA Seafood HACCP regulation recommends that all processors have written SSOP's. Written SSOP's should be developed for each of the eight key areas of sanitation that are applicable to your operation and should describe:

- » The sanitation procedures, including how to clean and sanitize equipment and work areas, control pests, and maintain the building and grounds.
- » When procedures should be conducted (time and frequency).
- » Who is responsible for conducting and/or monitoring sanitation activities.
- » What monitoring procedures are in place to verify that the sanitation controls implemented are effective.
- » What actions or corrections will be taken when a sanitation deficiency is observed. This should include what will be done with products that may have been contaminated or affected by the deficiency.
- » What records will be maintained to document monitoring and corrections.

### SSOP Regulatory Requirements

**Monitoring** - Sanitation control procedures must be monitored as frequently as necessary to show compliance with the sanitation requirements outlined in the GMP regulation for each of the eight key areas of sanitation.

**Corrections** - When deviations occur and sanitation goals are not met, actions must be taken to correct the deficiencies.

**Records** - Records must be kept of all monitoring and corrections that are taken. The required components of a sanitation record are:

- » Name and address of firm;
- » date and time of the recorded activity;
- » each of the eight key sanitary concerns pertinent to the operation;
- » monitoring procedure and appropriate frequency;
- » monitoring results;
- » corrections taken; and
- » signature or initials of the individual conducting the monitoring.