

SANITATION STANDARD OPERATING PROCEDURES (SSOP)

A.B.C. Meat Company

Accountable personnel	Name	Initials
Owner/Plant Manager	John Jones	JJ
Pre-Op Supervisor/Meatcutter	Tom Jones	TJ
Processing Supervisor/Wrapper	Anne Jones	AJ
Clean-up Foreman	Sam Jones	SJ

Date: _____

Signature: _____

Date of Modifications: _____

PREOPERATIONAL SANITATION IS CONDUCTED BY PLANT PERSONNEL FROM 7:00 A.M. TO 8:00 A.M. DAILY.

- A. All equipment is disassembled and thoroughly cleaned with an approved cleanser in accordance with its instruction. Equipment is rinsed with potable water and sanitized with an approved sanitizer in accordance with its instructions. Each piece of equipment will be organoleptically (look, feel, smell, etc.) checked prior to its use. All utensils, hand tools, aprons, etc. will be cleaned, rinsed and sanitized before use.
- B. All direct contact surfaces will be checked for sanitation and condition.
- C. Indirect contact surfaces will be checked at least weekly for sanitation and condition.
- D. All employees will start the day with clean hands, clean clothing, clean head covering, and clean aprons and frocks.

1. Slaughter Area, (a.m. pre-op) by Pre-Op Supervisor.

- A. Disassembled slaughter equipment visually checked for sanitation, condition, and any deficiencies.
 - B. Stationary slaughter equipment, hand tools, utensils, aprons, etc. checked for sanitation and condition.
 - C. Floors, drains, hoists, trolleys, and walls checked for sanitation, and condition.
 - D. Holding pens checked for sanitation, holding capability (safety), humane conditions, etc.
 - E. When pre-op is completed, all equipment is assembled. Production is ready to start.
- Plant Manager to patrol and initiate corrective action if necessary
 - A. Re-cleaning of equipment or area, depending on the deficiency. No equipment assembly or start of production until corrective action is completed.
 - B. Equipment is tagged if taken out of service.
 - C. No slaughter performed until IIC is present and ante-mortem inspection has been completed.

2. Processing Area, (a.m. pre-op) by Pre-Op Supervisor

- A. Disassembled processing equipment visually checked for sanitation, condition, and any deficiencies found.
- B. Cutting surfaces, table tops, hand tools checked for sanitation and condition.
- C. Floors, drains, shelves, walls, and other fixed items checked for sanitation and condition.
- D. When pre-op is completed, equipment is assembled. Production is ready to start.

- Plant Manager to patrol and issue corrective action if necessary
- - A. Re-cleaning of equipment or area depending on the deficiency. No equipment assembly or start of production until corrective action is completed.
 - B. Equipment is tagged if taken out of service.
 - C. Re-inspection is performed and corrective action recorded in accordance with CFR 416.15.
 - D. Production is ready to start.

3. Sausage kitchen, Smokehouse Area, (a.m. pre-op) by Pre-op Assistant.

- A. Disassembled equipment visually checked for sanitation, condition, and any deficiencies.
 - B. Stuffing table(s), shelving and other fixed equipment checked for sanitation and condition.
 - C. Smokehouse, trucks, racks, hooks, and screens checked for sanitation and condition.
 - D. Floors, drains, wall, ceilings checked for sanitation and condition.
 - E. Re-inspection is performed and corrective action recorded in accordance with CFR 416.15.
 - F. When pre-op is completed, equipment is assembled. Production is ready to start.
- Plant Manager to patrol and initiate corrective action if necessary.
 - A. Re-cleaning of equipment or area, depending on the deficiency. No equipment assembly or start of production until corrective action is completed.
 - B. Equipment is tagged if taken out of service.
 - C. Inadequate temperature control will be reported to the Plant Manager for service work before start of production. Affected product will be inspected for adulteration if necessary.
 - D. Re-inspection and corrective action recorded in accordance with CFR 416.15.
 - E. When pre-op is completed, equipment is assembled. Production is ready to start.

4. Welfare Facilities, (a.m. pre-op) by Processing Supervisor

- A. Lavatories, toilets and area is cleaned, sanitized and in good condition.
 - B. Towels, tissue, and soap are available.
 - C. Adequate supply of hot water is available.
- Plant Manager to patrol and initiate corrective action if necessary.

- A. Area clean-up, depending on the deficiency. No equipment assembly or start of production until corrective action is completed.
- B. Restock towels, tissue, soap, or supplies.
- C. Bathrooms are to be clean, stocked, and sanitary before startup.
- D. Re-inspection and corrective action recorded in accordance with CFR 416.15.
- E. When pre-op is completed, production is ready to start.

5. Coolers (x2) and Freezer(s), (a.m. pre-op) by Processing Supervisor.

- A. Temperatures are checked for compliance and recorded in a temperature log each a.m.
 - B. Floors, walls, ceilings, blowers are checked for sanitation, condensation control and condition.
 - C. All products checked for proper labels/markings and proper identification.
 - D. Boxed and tubs of product are off the floor and stored properly.
 - E. Lighting checked for proper working order.
 - F. Proper separation of species; inspected product separate from not for sale products.
- Plant Manager to patrol and initiate corrective action if necessary.
 - A. Inadequate temperature control will be reported to Plant Manager for service work before start up. Product is inspected for adulteration and evaluated.
 - B. Product is checked for proper label/mark or identification.
 - C. Product is stored up off the floor.
 - D. Re-cleaning of equipment or area, depending on the deficiency. Product is removed and area cleaned.
 - E. Carcasses are separated and trimmed if necessary.
 - F. All areas will be in compliance before start of daily production.
 - G. Re-inspection and corrective action recorded in accordance with CFR 416.15.
 - H. Production is ready to start.

OPERATIONAL SANITATION IS CONDUCTED DURING DAILY PRODUCTION
Production Hours are 8:00a.m to 12:00 noon and from 1:00p.m. To 5:00p.m.

- A. Good employee sanitation during operations.
 - 1. Clean hands regularly, when starting or returning to work.
 - 2. Clean clothing (change if necessary).
 - 3. Clean head coverings (change if necessary).
 - 4. Clean aprons, frocks etc. (change if necessary).
- B. Separation of species.

- C. Separation of raw and cooked product at all times.
- D. Additional cleaning of all contact surfaces as needed.

1. Slaughter Area (operational sanitation check) by Pre-op Assistant.

- A. Slaughter will start with Lambs and Sheep, then Beef, Bison, and Hogs are last. There will be a break in between species for general clean up if necessary.
 - B. Sterilizers will function for use between carcasses, for required tools, and equipment.
 - C. Carcasses will be cleaned (trimmed) according to regulations. Trim, condemned materials, viscera, etc. will be removed to inedible area and denatured with an approved denaturant in accordance with its instructions.
 - D. Passed carcasses will be removed to drip cooler, hung not to touch each other or the floor. Species kept separate to prevent cross contamination. All carcasses are properly identified.
 - E. Inspected and passed edible offal will be hung separately (by species), and moved to cooler.
- Processing Supervisor to patrol and issue corrective actions if necessary.

2. Processing area (operational sanitation check) by Pre-op Supervisor.

- A. Employees clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent contamination of food products.
 - B. All equipment, tables, and other product contact surfaces are cleaned and sanitized throughout the day as needed.
 - C. Inspected product will be processed in the following order: Beef & Lamb; Pork; and Poultry last or a complete cleaning and sanitizing is required.
 - D. “Not-for-Sale” processing will be done after all other processing has been completed, or complete cleaning and sanitizing is required.
 - E. All packaged products will be labeled and moved to a cooler or freezer as soon as processing is completed.
 - F. Employees take appropriate precautions when going from a raw product area to a cooked product area, to prevent cross contamination of cooked product.
 - G. Raw product is always kept separate from cooked products, by either time or space.
 - H. Used boxes, paper materials, full inedible containers shall be removed as needed.
- Processing Supervisor to patrol and issue corrective actions if necessary.

**3. Sausage Kitchen, Smokehouse, Curing Cooler, (operational sanitation check)
By Pre-op Assistant**

- A. Raw product will be rotated from coolers, to maintain cold temperatures.
- B. All products are properly labeled and dated, to prevent batch mixing.
- C. Grinders, mixers, and stuffers cleaned between batches of products to prevent cross contamination or adulterated product.
- D. Smokehouse temperatures monitored, verified, and recorded as necessary.
- E. Finished, smoked and/or cooked product cooled and removed to a cooler in a timely manner.
- F. All product formulation preformed according to approved labeling requirements.
- G. Garments changed when moving from raw production area into cooked product area, to prevent cross contamination.
- H. Cooked product(s) are always kept separate from raw products using time and/or space separation. Cooked product is processed before raw product when same equipment is used for both products.

- Processing Supervisor to patrol and issue corrective actions if necessary.

4. Welfare Facilities, (operational sanitation check) by Processing Supervisor.

- A. General sanitation verified throughout the shift.
- B. Employees are required to wash their hands after using toilets before returning to work.
- C. Restock supplies, hand towels, tissue, soap, etc. as needed.

- Processing Supervisor to patrol and issue corrective actions if necessary.

5. Coolers (x2) and Freezer, (operational sanitation check) by Processing Supervisor.

- A. Product entering will be properly labeled, marked, and stored accordingly.
- B. All products entering stored on appropriate hooks, racks, shelves, or carts and always stored off the floor.
- C. Carcasses kept separate by species and over crowding not allowed to allow for proper ventilation and to prevent cross contamination. Only clean carcasses are allowed in coolers.
- D. Entry doors kept shut as much as possible to prevent temperature changes.
- E. "Not for Sale" product stored separately..

- Processing Supervisor to patrol and issue corrective actions if necessary.

****Lunch Break 12:00 noon to 1:00p.m.****
Coffee breaks a.m. & p.m.

1. All areas reviewed by accountable personnel

- A. Current processing will be returned to the cooler area.
- B. All outer body covering and all hand tools will remain in the processing area when personnel leave the area.
- C. Hand will be washed after breaks and body coverings reapplied before production starts up.
- D. No food or drink allowed in any production area.

Weekly clean up by Clean up Foreman

- A. General clean up of outside area, grass & weeds clipped, trash picked up, etc.
- B. Smokehouse, smokehouse carts & trucks cleaned and sanitized if necessary.
- C. Inedible barrel cleaned, identified and stored properly.
- D. Hooks (S-hooks, bacon hooks, ham hooks, etc.) and trolleys cleaned if necessary.

Monthly clean up by Clean up Foreman

- A. Cooler & Freezer blowers cleaned.
 - B. Dry Storage area, floors and shelves clean and in good order. Dry goods stored properly and away from chemicals.
 - C. Spice Storage area, floors and shelves clean and in good order. Spices stored in sealed containers and labeled properly.
- **S.S.O.P. is to be used in conjunction with the daily SSOP CHECK OFF CHART and kept on file.**