Wickford Meats
Sanitation Standard Operating Procedure (SSOP)

Responsible Employees

Who has overall responsibility? The Plant Manager is responsible for activities related to implementing and maintaining the SSOP.

What must be done to implement and maintain the SSOP? Implementing and maintaining the SSOP involves

- revising the SSOP as needed,
- doing the daily monitoring of pre-operational and operational SSOP procedures,
- recording the findings of monitoring,
- performing or assigning any corrective actions necessary, and
- documenting the corrective actions.

Can SSOP responsibilities be delegated? The plant manager may assign responsibility for training or other specific SSOP duties (including monitoring) to other employees.

Signing and Dating the SSOP

When should the SSOP be signed and dated? The SSOP shall be signed and dated when it is implemented and anytime it is modified.

Who should sign and date the SSOP? The Plant Manager shall sign and date the SSOP.

SSOP Record Storage

How long must SSOP records be retained? All records pertaining to the Sanitation SOP will be kept on file at the plant for at least 48 hours. After 48 hours, the records shall be kept for at least 6 months at the plant or another storage facility.

What must be done if DATCP personnel ask for the SSOP records? All SSOP records will be made available to DATCP personnel (within 24 h) upon request.

Pre-Operational Sanitation

What is our general procedure for sanitation of food-contact surfaces?
All equipment and other surfaces that could contact meat or ingredients shall be cleaned and sanitized at the end of the shift in which it was used. These surfaces include smokehouse equipment such as racks and sticks that directly contact products.

1. Disassemble the equipment. Place the parts in the designated tubs, racks, etc. (Simple equipment and hand tools are cleaned and sanitized in the same manner, but they do not require disassembly and reassembly.)
2. Physically remove product debris by hand or with tools such as scrapers.
3. Observe equipment for missing parts or parts/surfaces that are worn to the extent that debris will accumulate and cause product contamination. Replace or repair parts/surfaces and document what was done in the Corrective Action Log.
4. Rinse equipment parts with warm potable water to remove remaining debris. Note: a

potability certificate for water from municipal water, or a satisfactory well test report (done at least every 6 months) will be available to prove that the water supply is potable.
5. Apply an approved cleaner to parts and clean according to manufacturers' directions. Note that it is recommended to clean floors first and then clean equipment from top to bottom.
6. Rinse the equipment parts with potable water.
7. Sanitize equipment with an approved sanitizer that is mixed and used according to the manufacturers' directions, and, if required, rinse with potable water.
8. Check and reassemble the equipment. Note that some equipment surfaces will be sprayed with white oil (to prevent rusting) before reassembly.
9. All cleaning and sanitizing chemicals shall be properly labeled and stored separately from food and processing areas.

Note that it is recommended to clean floors first and then clean equipment from top to bottom.

How do we monitor the sanitation of food-contact surfaces?
The Plant Manager will inspect equipment and other food-contact surfaces before the start of production each workday to monitor the effectiveness of cleaning and sanitizing. The Plant Manager will normally rely on appearance, odor, and feel of food contact surfaces (an "organoleptic inspection"). Any necessary corrective actions should be performed and documented in the Corrective Action Log. The corrective actions taken must prevent direct product contamination or adulteration. If new inspection procedures are adopted, the SSOP will be modified accordingly, signed, and dated.

What is our general procedure for sanitation of surfaces that might have indirect contact with our products?
Although the SSOP regulations do not explicitly address potential indirect food-contact surfaces such as floors, walls, and ceilings, these surfaces can be an important source of microbial contaminants. We regularly perform the following steps to maintain sanitary conditions.

1. Cleaning Procedures.
    a. Sweep up debris and discard it.
    b. Rinse surfaces with potable water.
    c. Clean surfaces with an approved cleaner, according to manufacturer's directions.
    d. Rinse surfaces with potable water.
2. Cleaning Frequency: Clean processing area floors and walls at the end of each production day. Clean ceilings at least once a week, and more often if needed.
3. If necessary, clean the cooler/freezer floors, walls, and ceilings. Shield or remove product before cleaning to prevent it from being splashed. Follow the Cleaning Procedures described in step 1.
4. If cooler/freezer shelves and racks are in need of cleaning, remove product and clean using the Cleaning Procedures described in step 1.
5. At least once every three months, clean the smokehouse parts that do not touch product (carts, floors, walls, and ceiling) using the Cleaning Procedures described in step 1.
6. Pest control is done by a commercial applicator. The commercial applicator will provide a record of his/her inspections, findings, and actions taken. These records will be kept on file. The plant manager will monitor plant entryways on a daily basis during production to assure that insects and rodents cannot enter the plant. Rodent

traps will be monitored daily to ensure that they are properly placed. All pest control chemicals shall be properly labeled and stored separately from food/processing areas.

How do we monitor the sanitation of potential indirect food-contact surfaces?
The Plant Manager will inspect potential indirect food-contact surfaces before the start of production each workday. The Plant Manager will normally rely on appearance, odor, and feel of indirect food contact surfaces (an "organoleptic inspection"). Results of the inspection will be recorded on the SSOP Inspection Form. Any necessary corrective actions should be performed and documented in the Corrective Action Log. The corrective actions taken must prevent direct product contamination or adulteration. If new inspection procedures are adopted, the SSOP will be modified accordingly, signed, and dated.

How do we use the SSOP Inspection Form?
Record the inspection results on the SSOP Inspection form. **If an inspected area, program, or piece of equipment is acceptable, enter the appropriate symbol (✓). If a deviation is noted, enter the (X) symbol in the SSOP Inspection form, and then describe the problem and the corrective actions taken to fix it on the Corrective Action Log.** Be sure to date and initial these records. The corrective action may consist of re-training the sanitation crew employees as appropriate, changing a cleaning/sanitizing procedure, and/or repeating the existing procedure with greater care and re-inspecting.

Operational Sanitation
The objective of our operational sanitation program is to prevent contamination of carcasses and other food products resulting from employee actions throughout processing.

What sanitary practices must be followed by all employees?

1. No person with illness, or open/infected wounds is allowed to handle foods or food-contact surfaces.
2. All employees must begin their shift wearing clean garments. Raw product processing employees must wear hair covers and change or clean/sanitize (or replace) outer garments when they become soiled. Ready-To-Eat (RTE) product processing employees must wear hair covers and single-use disposable gloves, and maintain the cleanliness of all outer garments.
3. Employees must wash hands properly after using the bathroom or handling any objects that may contaminate products, and before putting on disposable gloves.
4. Employees may not use tobacco, eat, or drink in slaughter or production areas.
5. Employees may not wear jewelry (other than secured wedding bands) or cosmetic items that could contaminate product.
6. Food, beverages, and medications must be stored in designated employee locker or storage areas.
7. Hand wash facilities and toilets must be kept functioning correctly and properly supplied.

What sanitary practices must be specifically followed during slaughter?
Carcass dressing will be performed under sanitary conditions and in a manner to prevent contamination of the carcass.

a. Clean hands, arms, gloves, aprons, boots, etc., as often as necessary during the dressing procedures.

b. Clean and then sanitize (with 180ºF water or another approved sanitizer), knives and other hand tools, saws and other equipment, as often as necessary during the dressing procedures to prevent contamination of the skinned carcass.
c. Before using the brisket saw, rinse it to remove meat and bone particles. Then sanitize it using 180° F water or another approved sanitizer.
d. Keep your hands, arms, clothes, aprons, boots and knives clean during the evisceration process. If contamination occurs, step away from the evisceration area to clean apron, boots, and knives. Sanitize knives after cleaning. It may also be necessary to clean hands and arms with soap and water. In cases of contamination from an abscess or other extensive contamination, you may need to shower and change clothes before going back to work.
e. If you see any edible product that is contaminated with readily identifiable Specified Risk Material (SRM), remove it by trimming with a knife. SRM's are the distal ileum and tonsils of all cattle and the brain, skull, eyes, trigeminal ganglia, spinal cord, vertebral column (excluding the vertebrae of the tail, the transverse processes of the thoracic and lumbar vertebrae and the wings of the sacrum) and the dorsal root ganglia of cattle 30 months of age and older. The knife you use MUST be cleaned and sanitized before it is used again on edible product.
f. Clean and sanitize (using a designated approved chemical sanitizer or 180ºF water) the carcass-splitting saw after it is used on a suspect carcass or when contamination occurs. NOTE: cleaning off tissue debris and sanitizing the splitting saw are MANDATORY when moving to a beef carcass that is younger than 30 months after splitting a beef carcass that is 30 months or older.

How do we monitor and record Operational Sanitation practices during slaughter?

a. The Slaughter Manager is responsible for ensuring that employee hygiene practices, sanitary conditions and cleaning procedures are maintained during the slaughter day. Make a visual observation at least once between each break in work (start, break, lunch, etc.). **Record results on the SSOP Inspection form at least once per slaughter day**. **If an inspected action is being done, enter the appropriate symbol (✓). If a deviation is noted, enter the (X) symbol in the SSOP Inspection form, and then describe the problem and the corrective actions taken to fix it on the Corrective Action Log.** The corrective actions taken must prevent direct product contamination or adulteration. Indicate on the Corrective Action Log the disposition of any carcass that may have been processed when sanitary procedures were not being followed.

b. When equipment is visibly contaminated, remove the contaminants and sanitize the affected equipment before re-starting production. Inspect the carcass(es) to determine if they were contaminated or adulterated. Try to determine the cause of the contamination and take corrective action. This may require adjusting equipment, retraining employees, temporarily stopping the kill process, etc. You also may have to notify the employee(s) involved and review personal hygiene equipment adjustment, and sanitary handling procedures. Record corrective actions on the Corrective Actions form; remember to initial and date the records.

B. *What sanitary practices must be specifically followed during processing (non-slaughter)?*

Processing will be performed under sanitary conditions to prevent direct contamination and cross contamination of food products.

a. To avoid cross-contamination with allergens, one or more of the following steps will be taken: 1) allergen-free products will be processed first, followed by products containing allergens. In no case will a product containing a particular allergen be processed before an allergen-free product. 2) Products containing allergens will be processed separately using equipment that is not used for allergen-free products. 3) Processing equipment and other food contact surfaces will be cleaned and sanitized, and pass a pre-operational-type inspection, after use with allergen-containing product and before use with allergen-free products. Clean and sanitize hands, gloves, knives, other hand tools, cutting boards, etc., as necessary during processing to prevent contamination of food products.
b. Clean and sanitize equipment, tables, and other product contact surfaces throughout the day as needed to prevent contamination of food products.
c. Take appropriate precautions when going from a raw product area to a RTE product area, to prevent cross contamination of cooked products. Change outer garments, wash hands and sanitize hands with an approved hand sanitizer (sanitizer is equivalent to 50 ppm chlorine), put on clean gloves for that room.
d. Process raw and RTE products in separate areas. Do not cross-utilize equipment between raw and RTE products. If this not possible, separate the handling of raw and RTE products by time and do a thorough cleaning and sanitizing of all food contact surfaces before working with RTE products. Note that cleaning and sanitizing can be done at the end of the previous day if RTE product is handled at the start of the next day. As a last option, keep the raw and RTE products distinctly separated within the room. For example, raw products could be handled on one side of the room and RTE products on the other side. If this approach is used, do NOT cross-utilize equipment for raw and RTE products.
e. Outer garments, such as aprons, smocks and gloves, are identified and designated specifically for either the raw processing rooms or the RTE processing rooms. Wear the appropriate garments for the task you are doing. Hang your apron and/or smock in the designated location when you leave a processing room. Keep your outer garments clean and sanitary and change them at least daily and, if necessary, more often.
f. Remove condensation in a sanitary manner. Use a cleaned and sanitized mop that is designated for only this use. Sanitize it before and after use. Monitor condensation in the finished product cooler at least twice a day. More frequent monitoring and removal of condensate may be necessary during the warmer summer months. Record results on the SSOP Inspection form. If corrective actions are necessary, perform and document them on the Corrective Actions form; remember to date and initial the form. The corrective actions taken must prevent direct product contamination or adulteration. Indicate on the Corrective Action Log the disposition of any product that may have been contaminated by condensate.

g. Check cooler and freezer temperature daily, as described in the SOP for Finished Product Storage. Coolers should be at 41º F or colder and freezers should be at 0ºF or colder.

2. Monitoring and Recordkeeping of Processing Operational Sanitation
   a. The Processing Manager is responsible for ensuring that employee hygiene practices, employee and product traffic patterns, sanitary product handling procedures, pest control, and cleaning procedures are maintained. Make a visual observation at least once between each break in work (start, break, lunch, etc.). **Record results on the SSOP Inspection form at least once per processing day. If an inspected action is being done, enter the appropriate symbol (✓). If a deviation is noted, enter the (X) symbol in the SSOP Inspection form, and then describe the problem and the corrective actions taken to fix it on the Corrective Action Log.** The corrective actions taken must prevent direct product contamination or adulteration. Indicate on the Corrective Action Log the disposition of any product that may have been processed when sanitary procedures were not being followed.
   b. At any time when you see operational sanitation problems, stop production if necessary, and notify the employee(s) involved. Take corrective action before re-starting production. Try to determine the cause of the contamination and take corrective action. This may require retraining employees. Record corrective actions on the Corrective Actions form; remember to initial and date the records.

Sign at Initial Acceptance and Further Modification

Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____
Signature _____ Date _____

CORRECTIVE ACTION LOG

Plant Name:

Date:

Log Entry #

Describe measures taken to ensure the appropriate disposition of any contaminated product:

Describe measures taken to restore sanitary conditions:

Describe measures taken to prevent recurrence, including appropriate re-evaluation and modification of the SSOP:

Initials:

SSOP Inspection form: Pre- Op & Operational

Pre-Operational (to be monitored daily before start-up)	Daily Results Enter ✓ = acceptable, X = Unacceptable, or NA = Not applicable. Initial after the entry. Each column is for one work day.						
	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Slaughter area product-contact surfaces are in good order, and are cleaned and sanitized after operations.							
Processing area product-contact surfaces are in good order, and are cleaned and sanitized after operations.							
Equipment and facilities that are potentially indirect food-contact surfaces are clean and in good operating condition.							
All cleaners, sanitizers, pesticides and other potentially toxic chemicals are properly labeled and stored separately from food and processing areas.							
Rodent traps are loaded and properly located; entryways prevent rodent entrance.							
Food containers, packaging and dry storage areas are maintained to prevent direct or indirect contamination of food.							
All food transport equipment is clean and in good repair.							

Operational (to be observed at least once between every break in work and recorded at least once daily)	Daily Results Enter ✓ = acceptable, X = Unacceptable, or NA = Not applicable. Initial after the entry. Each column is for one work day.						
	Date:	Date:	Date:	Date:	Date:	Date:	Date:
No person with illness, or open/infected wounds is allowed to handle foods or food-contact surfaces.							
Employees do not wear jewelry (other than secured wedding bands) or cosmetic items that could contaminate product.							
Employees are wearing clean garments, gloves and hair covers (as necessary for assigned tasks).							
Food, beverages, and medications are stored in designated employee locker or storage areas.							
Employees wash hands properly after using bathroom or handling objects that may contaminate products.							
Employees do not use tobacco, eat, or drink in slaughter or production areas.							
Hand wash facilities and toilets are in good supply and functioning correctly							
Tools, hands, aprons, and boots are cleaned and sanitized (if appropriate) to prevent contamination during evisceration or during processing of skinned carcasses.							

Operational (to be observed at least once between every break in work and recorded at least once daily)	Daily Results Enter ✓ = acceptable, X = Unacceptable, or NA = Not applicable. Initial after the entry. Each column is for one work day.						
	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Brisket saw is rinsed and sanitized before next use.							
Tools that have potentially contacted SRMs are cleaned and sanitized before next use.							
Appropriate scheduling, separation, and/or cleaning/sanitizing procedures are used to prevent cross-contamination with allergens.							
Dry and wet waste materials are properly contained and removed from the processing area. No accumulation of waste materials.							
Ready-To-Eat foods are handled and stored such that they are separated or segregated from raw foods, raw food containers and packaging.							
Work surfaces are cleaned and sanitized between handling different foods, or between raw and Ready-To-Eat foods.							
Condensation is removed from process areas in a sanitary manner.							
Other:							