

Sanitation Plan Workbook



Ministry of
Health

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Health Protection Branch
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Welcome!

This workbook is for British Columbia (B.C.) food processors that only distribute in B.C. and those that do not need to be federally registered or federally licensed.

The workbook helps you write a sanitation plan, based on the Hazard Analysis Critical Control Points (HACCP) system. Your plan needs to be approved by your local health authority. If you already have a sanitation plan for your establishment, you can submit it to your local health authority for approval. Just make sure you also have your completed food safety plan to submit.

Sanitation Plan

A sanitation plan describes how to clean and sanitize all interior and exterior areas of your food processing establishment, including equipment, utensils and food contact and non-food contact surfaces. Your sanitation plan should focus on preventing or reducing hazards that may contaminate your food products. For a description of the different kinds of hazards, please refer to the *Food Safety Plan Workbook*, which you can find at: <http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans/food-safety-plan-workbook>.

In this workbook, a completed sanitation plan includes the following three parts:

- Cleaning and sanitizing requirements.
- Cleaning and sanitizing agents used in your establishment.
- Identification of all pesticides used in your establishment.

Please note: While this workbook guides you in writing a sanitation plan that meets regulatory requirements, you do not have to use it to write your sanitation plan. You can write your sanitation plan in any way that works best for you, as long as it meets regulatory requirements. However, please get approval from your local health authority if you are not sure about what format to use for your sanitation plan.

Part 1: Cleaning and Sanitizing Requirements

The first part of your sanitation plan is the description of the cleaning and sanitizing requirements of your establishment. To prepare for this first part, you must be aware of:

- The areas of your establishment and equipment, utensils, and other food contact and non-food contact surfaces in your establishment.
- How they are cleaned and sanitized.
- How often they are cleaned and sanitized.
- Who will be doing the cleaning and sanitizing.
- Records of when they are cleaned and sanitized.

Partial examples of how to describe your cleaning and sanitizing requirements can be found in Appendix 1. Please note that the examples in Appendix 1 show only one area of the establishment, one piece of equipment, and one utensil. Your sanitation plan must include cleaning and sanitizing procedures for all areas of your establishment, all equipment, all utensils and all other food contact and non-food contact surfaces.

Completing Part 1: Cleaning and Sanitizing Requirements

You can write down the cleaning and sanitizing requirements of your establishment by filling in cleaning and sanitizing requirements tables similar to Appendix 1. Blank templates of these tables can be found at: <http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans/templates>

Please note: if you use the same cleaning and sanitizing procedures for more than one area, piece of equipment, utensil, or other surface, you do not have to re-write the same procedures for each. Simply identify which areas, pieces of equipment, utensils or other surfaces share the same cleaning and sanitizing procedures.

Your final sanitation plan must include the cleaning and sanitizing requirements for:

- All areas of your establishment.
- All your equipment.
- All your utensils.
- All other food contact and non-food contact surfaces.
- Cleaning records.

Part 2: Cleaning and Sanitizing Agents Used in the Establishment

The second part of your sanitation plan is the description of the cleaning and sanitizing agents used in your establishment. A **cleaning agent** is a product used to remove food, dirt, grease and/or soil from a surface. Detergents and degreasers are examples of cleaning agents. A **sanitizing agent** is a product or process used to kill microorganisms or reduce their number to safe levels. Bleach (a chemical agent) and heat (a physical agent) are both examples of sanitizing agents.

To prepare for this second part, you must be aware of:

- The names of the cleaning and sanitizing agents used in your establishment.
- The mixing instructions and concentrations of these chemical agents, or other appropriate information (e.g., length of time and temperatures if heat is used as a sanitizing agent).
- How these cleaning and sanitizing agents are used in your establishment.

Completing Part 2: Cleaning and Sanitizing Agents Used in the Establishment

You can write about all the cleaning and sanitizing agents used in your establishment by filling in cleaning and sanitizing agent tables. Blank templates of these tables can be found at:

<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans/templates>

Part 3: Identification of all Pesticides Used in the Establishment

The third step of your sanitation plan is the description of the pesticides used in your establishment. A **pesticide** is a product used to control pests in your establishment. To prepare for this third part, you must be aware of:

- The names of the pesticides used in your establishment.
- Instructions for using these pesticides.
- Instructions for storing these pesticides (e.g., pesticides must be stored in a secure area away from all incoming materials, including packaging materials, and outgoing foods).

Completing Part 3: Identification of all Pesticides Used in the Establishment

You can write about all the pesticides used in your establishment by filling in cleaning and sanitizing agent tables. Blank templates of these tables can be found at:

<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans/templates>

Your Completed Sanitation Plan

Have you completed your:

- Cleaning and Sanitizing Requirements tables for all areas of your establishment, your equipment, your utensils, and other food contact and non-food contact surfaces?
- Cleaning Records?
- Cleaning Agent Identification table?
- Sanitizing Agent Identification table?
- Pesticide Information table?

If so, then CONGRATULATIONS! You have completed your sanitation plan! It is ready for you to submit to your local health authority for approval. Make sure you submit both a food safety plan and sanitation plan to your local health authority for approval.

If you do not have a food safety plan yet, please use the *Food Safety Plan Workbook* to write your own food safety plan. You can find a copy of the *Food Safety Plan Workbook* at:

<http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety/food-safety-sanitation-plans/food-safety-plan-workbook>.

Appendix 1: Sample Sanitation Plan

Example: Cleaning and Sanitizing Requirements for One Area of the Establishment

What is being cleaned and/or sanitized?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Refrigerated room interior (walls, floor, door, and ceiling) and exterior (walls and door)	1. Prepare <ul style="list-style-type: none"> Wear personal protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning. Remove food and packaging materials from refrigerated room. Turn off power to refrigerated room. Lockout or tag out refrigerated room. Cover electrically sensitive areas with plastic. Remove any ice build-up using plastic scraper. Pick up any pieces of broken skid, food, or packaging material from floor and place in garbage bin. Sweep floor with broom if required and dispose of debris. Ensure that drain is covered with drain cover. Check temperature of water, detergent solution, and sanitizer solution. They must all be between 43°C and 45°C. Verify appropriate concentrations of detergent and sanitizer solution using chemical kit or test paper. 	Weekly	<i>CC</i>
	2. Pre-rinse <ul style="list-style-type: none"> Pre-rinse refrigerated room with hot water to loosen soil build-up. Hot water should be at least 43°C. 		
	3. Apply detergent <ul style="list-style-type: none"> Turn on switches for detergent and air supply on chemical dispensing unit. Adjust air to provide proper foam, if needed. Using hose, apply detergent on all surfaces of refrigerated room, from bottom to top (i.e., foam should be applied from the bottom up and rinsed off from the top down). Ensure that detergent is applied evenly over entire area. Do not let detergent dry. Detergent must remain in contact with surfaces for five to 10 minutes. Scrub all areas to remove soil build-up. 		
	4. Rinse <ul style="list-style-type: none"> Rinse area with hot water, from top to bottom, to remove detergent from all surfaces. Hot water should be at least 43°C. Using squeegee, remove any excess water from floor. 		
	5. Inspect <ul style="list-style-type: none"> Ensure that area is cleaned effectively. Ensure there is no visible soil build-up or food residue present. Use flashlight if needed. If soil build-up is found, repeat steps 2 through 5. 		
	6. Sanitize <ul style="list-style-type: none"> Turn on sanitizer on foam unit. Using hose, apply sanitizer evenly over entire area. <i>(Note: timing and options for applying sanitizers to floors can vary with type of facility.)</i> 		
	7. Clean up <ul style="list-style-type: none"> Collect all cleaning chemicals and tools and return them to storage area. Remove plastic covers from electrically sensitive areas. 		

Example: Cleaning and Sanitizing Requirements for One Piece of Equipment

What is being cleaned and/or sanitized?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Filling machine	1. Prepare <ul style="list-style-type: none"> • Wear personal protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning. • Turn off power to filling machine. Lockout or tag out filling machine to ensure that it does not start while cleaning and sanitizing. Cover electrically sensitive areas with plastic. • Remove food and packaging material from filling machine and area. Pick up any pieces of broken skid, food, or packaging material from floor and place in garbage bin. • Disassemble filling machine. Collect all tools and parts (e.g., screwdriver, screws, nuts and bolts) in small bowl. Sweep floor and remove debris. • Ensure that drain is covered with drain cover. • Prepare detergent and sanitizer solution in separate buckets as per manufacturer’s instructions. • Verify appropriate concentrations of detergent and sanitizer solution using chemical test kit or test paper. • Check water, detergent, and sanitizer solution temperature. They must be between 43°C and 45°C. 	Daily	Filling machine operator
	2. Pre-rinse <ul style="list-style-type: none"> • Pre-rinse filling machine with hot water to loosen soil build-up. Hot water should be at least 43°C. 		
	3. Apply detergent <ul style="list-style-type: none"> • Using a cloth, apply detergent solution to filling machine manually. Ensure that detergent solution is applied evenly over entire surface of equipment. Detergent must remain in contact with equipment surface for five to 10 minutes. • Do not let detergent dry. Scrub equipment surfaces using brush to remove soil build-up. 		
	4. Rinse <ul style="list-style-type: none"> • Rinse filling machine with hot water to remove detergent from all surfaces. Hot water should be at least 43°C. 		
	5. Inspect <ul style="list-style-type: none"> • Ensure that equipment is cleaned effectively. Ensure there is no visible soil build-up or food residue present. Use flashlight if necessary. • If soil build-up is found, repeat steps 2 through 5. 		
	6. Sanitize <ul style="list-style-type: none"> • Using cloth, apply sanitizer on filling machine manually. Ensure that sanitizer is applied evenly over entire surface of equipment. • Do not rinse sanitizer with water. 		
	7. Re-assemble <ul style="list-style-type: none"> • Re-assemble filling machine. Ensure that all parts are in place and no parts are missing. • Remove plastic covers from electrically sensitive areas. Remove lockout or tag out from filling machine. • Collect all cleaning chemicals and tools and return them to storage area. 		

Example: Cleaning and Sanitizing Requirements for One Utensil

What is being cleaned and/or sanitized?	How will it be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?
Scoop	1. Prepare <ul style="list-style-type: none"> • Wear personal protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning. • Clean and sanitize all sink compartments before they are used for cleaning utensils. • Prepare three-compartment sink with soap, hot water, and sanitizer as follows: <ul style="list-style-type: none"> ○ First compartment: detergent solution at 43°C–45°C. ○ Second compartment: warm water at 43°C–45°C. ○ Third compartment: sanitizer solution at 35°C–45°C. • Verify that temperature of water, detergent solution, and sanitizer solution are adequate. • Verify appropriate concentrations of detergent and sanitizer solution using chemical test kit or test paper. 	Daily	Sanitation employee
	2. Scrape <ul style="list-style-type: none"> • Using plastic brush, remove food and soil build-up from scoop. 		
	3. Pre-rinse <ul style="list-style-type: none"> • Pre-rinse scoop with hot water to loosen soil build-up. Hot water should be at least 43°C. 		
	4. Apply detergent <ul style="list-style-type: none"> • Place utensil in first sink compartment, filled with detergent solution. Scrub utensil with plastic brush to remove soil build-up and food particles. 		
	5. Rinse <ul style="list-style-type: none"> • Place utensil in second sink compartment, filled with hot water, to remove detergent. 		
	6. Inspect <ul style="list-style-type: none"> • Ensure that utensil is clean. • If soil or food build-up remains, repeat steps 2 through 5. 		
	7. Sanitize <ul style="list-style-type: none"> • Place utensil in third sink compartment, filled with sanitizer solution, for two minutes or as directed by manufacturer’s instructions. 		
	8. Dry and clean up <ul style="list-style-type: none"> • Place cleaned utensil on clean rack for air drying. • Return dry utensil to storage area. 		

Example: Cleaning Record

Month: November **Year:** 2025

What is being cleaned and/or sanitized?	Date of cleaning						
	<i>04</i>	<i>05</i>	<i>06</i>	<i>07</i>	<i>08</i>	<i>09</i>	<i>10</i>
Refrigerated room interior (walls, floor, door, and ceiling) and exterior (walls and door)	<i>SM</i>						
Filling machine	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>
Scoop	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>	<i>SM</i>
Initials of individual verifying the cleaning: <i>DD</i>							
Date of cleaning verification: <i>Nov. 4, 5, 6, 7, 8, 9, 10, 2025</i>							

Appendix 3: Glossary

Agent: A substance that can create a biological, chemical or physical change.

Clean: To make free from visible soil and food particles.

Cleaning: The process of removing food and other types of dirt and soil build-up from a surface.

Food contact surfaces: The surfaces of counters, equipment, or utensils that food may normally come into contact with (e.g., mixing bowl, ingredient bins).

Non-food contact surfaces: The surfaces of counters, equipment, utensils, or any other parts of the establishment that food does not normally come into contact but which could possibly contaminate food when they are not cleaned or sanitized properly (e.g., mixer stand, walls).

Sanitary: Free from harmful levels of microbial contamination.

Sanitizing: The treatment of a clean surface with a chemical or physical agent in order to reduce the number of micro-organisms to safe levels.