

# Sanitation Plan Workbook

How to Meet B.C. Regulatory Requirements



Ministry of  
Health

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## 1. Quick Start

### Welcome!

This workbook is for food processors operating in British Columbia (B.C.). This includes processors that distribute in B.C. only or those who ship beyond B.C., but are not federally registered.

*If your B.C. food processing facility is federally registered and you have written food safety and sanitation plans in place<sup>1</sup>, those plans meet the B.C. Food Premises Regulation requirements. You would then already comply with the new provincial food safety regulatory requirements.*

The workbook helps you write a sanitation plan, based on the Hazard Analysis Critical Control Points (HACCP) system. **This plan would meet the minimum requirements of section 24 of the Food Premises Regulation.** It must be approved by your local health authority by March 26, 2016. This workbook can be found at: [www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety](http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety).

While this workbook guides you in writing a sanitation plan that meets the **minimum** regulatory requirements, you do not have to use it to write your sanitation plan. This workbook helps you complete one type of sanitation plan.

You can write your sanitation plan in any way that works best for you, as long as it meets the requirements of the regulation. However, please get approval from your local health authority if you are not sure about what format to use for your sanitation plan.

If you already have a sanitation plan for your establishment, submit it to your local health authority for approval. Make sure you also submit your completed food safety plan.

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<sup>1</sup> Federal registration is required for exports and interprovincial shipments in commodities such as dairy, honey, eggs, meat, fish, maple products, and fresh or processed fruits and vegetables. Federal registration may also be required for imports of these same food commodities. Many food products do not currently require federal registration for import or export.

For more information on whether your company or facility should be federally registered, please review the following information on the CFIA web site:

Food imports - <http://www.inspection.gc.ca/eng/1376515896184/1376515983781>

Food exports - <http://www.inspection.gc.ca/eng/1323723342834/1323723662195>

## 2. Overview of this Workbook

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 contamination of your food products by biological, chemical or physical hazards.

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.

### 3. The Three Parts of a Sanitation Plan

**1** The cleaning and sanitizing requirements for the establishment and for all equipment and utensils used in the establishment



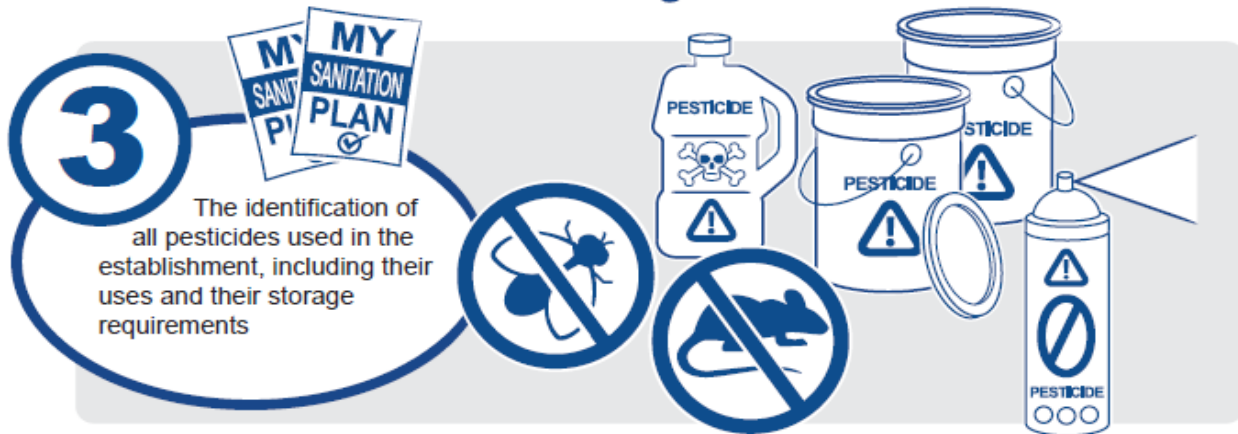
This illustration shows a kitchen area with a stove, a table, and various utensils. A document titled 'MY SANITATION PLAN' is shown in the foreground, indicating the focus on cleaning and sanitizing requirements.

**2** The identification of cleaning and sanitizing agents used in the establishment, including their concentrations and their uses



This illustration depicts various cleaning and sanitizing agents and tools, such as a spray bottle of soap, a jug of sanitizer, gloves, a mop, and a bucket. A document titled 'MY SANITATION PLAN' is also present, highlighting the identification of these agents.

**3** The identification of all pesticides used in the establishment, including their uses and their storage requirements



This illustration shows several pesticide containers, including bottles and cans, along with icons for insects and rodents. A document titled 'MY SANITATION PLAN' is also included, focusing on the identification of pesticides and their storage requirements.

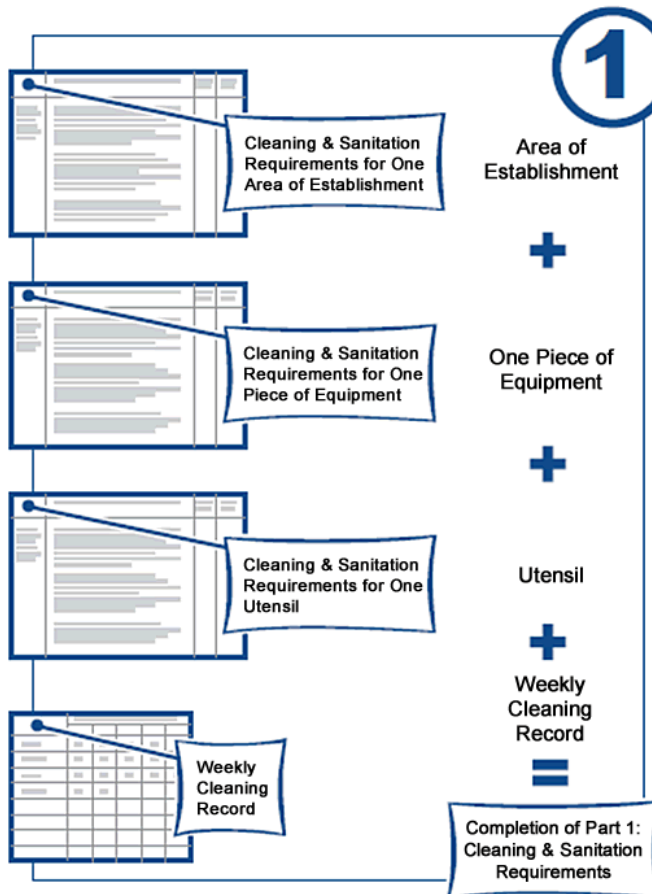
## 4. Part 1 of 3: Cleaning and Sanitizing Requirements

The first step of your sanitation plan is writing down the cleaning and sanitizing requirements of your establishment. In your sanitation plan, you must:

- Identify all areas of your establishment, all equipment, all utensils, all food contact surfaces and all non-food contact surfaces.
- Describe how those areas, equipment, utensils, and surfaces are cleaned and sanitized.
- Indicate how often these areas, equipment, utensils, and surfaces are cleaned and sanitized.
- Indicate who will be cleaning and sanitizing those areas, equipment, utensils, and surfaces.
- Keep records of when those areas, equipment, utensils, and surfaces are cleaned and sanitized.



### Completing Part 1 of 3: Cleaning and Sanitizing Requirements



You can write down the cleaning and sanitizing requirements for your sanitation plan by filling in the cleaning and sanitizing requirements tables. The *examples*, shown in the small image on the left, are for cleaning and sanitizing one area, one piece of equipment, and one utensil and include an example of a weekly cleaning record.

*Full-sized versions of the examples* are in Appendix 1.

Blank templates of these tables are in Appendix 2.

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

- All areas of your establishment.
- All your equipment.
- All your utensils (spoons, knives).
- All food contact and non-food contact surfaces.
- Your weekly cleaning record.

## 5. Part 2 of 3: Cleaning and Sanitizing Agents Used in the Establishment

The second step of your sanitation plan is to write down all 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 micro-organisms or reduce their number to safe levels. Bleach (a chemical agent) and heat (a physical agent) are both examples of sanitizing agents. In your sanitation plan, you must write down:

- The names of the cleaning and sanitizing agents used in your establishment.
- The mixing instructions and concentrations of all 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 of 3: Cleaning and Sanitizing Agents Used in the Establishment

You can write down the cleaning and sanitizing agents used in your establishment by filling in the cleaning and sanitizing agent tables. The tables, with sample wording, are shown as a small image below. **Write manufacturer's instructions in or attach them to your table.** Blank table templates are in Appendix 2.

**Example: Cleaning Agent Identification**

Name of cleaning agent	Mixing instructions/ concentration	Intended use in establishment
Food-grade detergent ABC	5 mL per litre of warm water (43°C - 45°C)	<ul style="list-style-type: none"> <li>• Food slider</li> <li>• Grinder</li> </ul>
Food-grade detergent XYZ	5 mL per litre of warm water (43°C - 45°C)	<ul style="list-style-type: none"> <li>• Floors</li> <li>• Refrigerated room interior and exterior</li> </ul>

**Example: Sanitizing Agent Identification**

Name of sanitizing agent	Mixing instructions/ concentration	Intended use in establishment
Food-grade sanitizer ABC	200 mg per litre of warm water (43°C - 45°C)	<ul style="list-style-type: none"> <li>• Food slider</li> <li>• Grinder</li> </ul>
Food-grade sanitizer XYZ	Follow manufacturer's instructions	<ul style="list-style-type: none"> <li>• Refrigerated room interior and exterior</li> </ul>

**Cleaning Agent Identification**

**+**

**Sanitizing Agent Identification**

**=**

**Completion of Part 2:**  
Cleaning and Sanitizing Agents  
Used in the Establishment

## 6. Part 3 of 3: Identification of all Pesticides Used in the Establishment

The third step of your sanitation plan is to write down all the pesticides used in your establishment. A **pesticide** is a product used to control pests in your establishment. In your sanitation plan, you must write down:

- 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 of 3: Identification of all Pesticides Used in the Establishment

You can write down the pesticides used in your establishment by filling in the pesticide identification table. The table, with sample wording, is shown as a small image below. You can find a blank template for this table in Appendix 2. Fill in this template for your own sanitation plan.

Example: Pesticide Identification		
Name of Pesticide	Storage Requirements	Intended Use
Pesticide ABC	Securely stored in locked room/cabinet	Pesticide used in exterior stations to control rats/mice.

=

**Completion of Part 3:  
Identification of All  
Pesticides Used in the  
Establishment**



## 7. Your Completed Sanitation Plan

Have you completed the following?

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

If so, **Congratulations!** You have completed your sanitation plan! It is ready for you to submit to your local health authority for approval.

Before you submit your sanitation plan to your local health authority for approval, make sure you have also completed a food safety plan. **You will have to submit a food safety plan and sanitation plan to your local health authority for approval by March 26, 2016.**

If you have not written your own food safety plan yet, please use the *Food Safety Plan Workbook – How to Meet B.C. Regulatory Requirements*. It is available at: [www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety](http://www2.gov.bc.ca/gov/content/health/keeping-bc-healthy-safe/food-safety)

## 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?
<b>Refrigerated room interior (walls, floor, door, and ceiling) and exterior (walls and door)</b>	<b>1. Prepare</b> <ul style="list-style-type: none"> <li>Wear personal protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning.</li> <li>Remove food and packaging materials from refrigerated room.</li> <li>Turn off power to refrigerated room. Lockout or tag out refrigerated room. Cover electrically sensitive areas with plastic.</li> <li>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.</li> <li>Ensure that drain is covered with drain cover.</li> <li>Check temperature of water, detergent solution, and sanitizer solution. They must all be between 43°C and 45°C.</li> <li>Verify appropriate concentrations of detergent and sanitizer solution using chemical kit or test paper.</li> </ul>	<b>Weekly</b>	<b>Name of trained employee</b>
	<b>2. Pre-rinse</b> <ul style="list-style-type: none"> <li>Pre-rinse refrigerated room with hot water to loosen soil build-up. Hot water should be at least 43°C.</li> </ul>		
	<b>3. Apply detergent</b> <ul style="list-style-type: none"> <li>Turn on switches for detergent and air supply on chemical dispensing unit.</li> <li>Adjust air to provide proper foam, if needed.</li> <li>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.</li> <li>Scrub all areas to remove soil build-up.</li> </ul>		
	<b>4. Rinse</b> <ul style="list-style-type: none"> <li>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.</li> </ul>		
	<b>5. Inspect</b> <ul style="list-style-type: none"> <li>Ensure that area is cleaned effectively. Ensure there is no visible soil build-up or food residue present. Use flashlight if needed.</li> <li>If soil build-up is found, repeat steps 2 through 5.</li> </ul>		

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?
	<b>6. Sanitize</b> <ul style="list-style-type: none"> <li>• Turn on sanitizer on foam unit.</li> <li>• 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></li> </ul>		
	<b>7. Clean up</b> <ul style="list-style-type: none"> <li>• Collect all cleaning chemicals and tools and return them to storage area.</li> <li>• Remove plastic covers from electrically sensitive areas.</li> </ul>		

### 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?
<b>Filling machine</b>	<ol style="list-style-type: none"> <li><b>1. Prepare</b> <ul style="list-style-type: none"> <li>• Wear personal protective equipment (gloves, safety goggles, safety shoes and mask) at all times when cleaning.</li> <li>• 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.</li> <li>• 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.</li> <li>• Disassemble filling machine. Collect all tools and parts (e.g., screwdriver, screws, nuts and bolts) in small bowl. Sweep floor and remove debris.</li> <li>• Ensure that drain is covered with drain cover.</li> <li>• Prepare detergent and sanitizer solution in separate buckets as per manufacturer's instructions.</li> <li>• Verify appropriate concentrations of detergent and sanitizer solution using chemical test kit or test paper.</li> <li>• Check water, detergent, and sanitizer solution temperature. They must be between 43°C and 45°C.</li> </ul> </li> <li><b>2. Pre-rinse</b> <ul style="list-style-type: none"> <li>• Pre-rinse filling machine with hot water to loosen soil build-up. Hot water should be at least 43°C.</li> </ul> </li> <li><b>3. Apply detergent</b> <ul style="list-style-type: none"> <li>• 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.</li> </ul> </li> </ol>	<b>Daily</b>	<b>Filling machine operator</b>

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?
	<ul style="list-style-type: none"> <li>• Do not let detergent dry. Scrub equipment surfaces using brush to remove soil build-up.</li> </ul> <p><b>4. Rinse</b></p> <ul style="list-style-type: none"> <li>• Rinse filling machine with hot water to remove detergent from all surfaces. Hot water should be at least 43°C.</li> </ul> <p><b>5. Inspect</b></p> <ul style="list-style-type: none"> <li>• Ensure that equipment is cleaned effectively. Ensure there is no visible soil build-up or food residue present. Use flashlight if necessary.</li> <li>• If soil build-up is found, repeat steps 2 through 5.</li> </ul> <p><b>6. Sanitize</b></p> <ul style="list-style-type: none"> <li>• Using cloth, apply sanitizer on filling machine manually. Ensure that sanitizer is applied evenly over entire surface of equipment.</li> <li>• Do not rinse sanitizer with water.</li> </ul> <p><b>7. Re-assemble</b></p> <ul style="list-style-type: none"> <li>• Re-assemble filling machine. Ensure that all parts are in place and no parts are missing.</li> <li>• Remove plastic covers from electrically sensitive areas. Remove lockout or tag out from filling machine.</li> <li>• Collect all cleaning chemicals and tools and return them to storage area.</li> </ul>		

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

## Example: Weekly Cleaning Record

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Areas, equipment, utensils and surfaces to be cleaned	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)	✓						
Filling machine	✓	✓	✓	✓	✓	✓	✓
Scoop	✓	✓	✓	✓	✓	✓	✓
Cleaner's initials:	<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>Sept. 11, 2017</i>							

## Appendix 2: Sanitation Plan Templates

### Cleaning and Sanitizing Requirements for Areas of your Establishment

What is being cleaned and/or sanitized?	How it will be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?

## Cleaning and Sanitizing Requirements for your Equipment

What is being cleaned and/or sanitized?	How it will be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?



## Cleaning and Sanitizing Requirements for your Utensils

What is being cleaned and/or sanitized?	How it will be cleaned and/or sanitized?	When will it be cleaned and/or sanitized?	Who will be cleaning and/or sanitizing it?

# Weekly Cleaning Record

Month: \_\_\_\_\_ Year: \_\_\_\_\_

Areas, equipment, utensils and surfaces to be cleaned	Date of cleaning						
Cleaner Initials:							
Initials of Person Verifying the Cleaning:							
Date of Verifying the Cleaning:							

### Cleaning Agent Identification

Name of cleaning agent	Mixing instructions/ concentration	Intended use in the establishment

### Sanitizing Agent Identification

Name of sanitizing agent	Mixing instructions/ concentration	Intended use in the establishment

### Pesticide Identification

Pesticide	Storage requirements	Intended use in the establishment

## 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).

**Micro-organisms/microbes:** Organisms that can be seen only through a microscope. Micro-organisms include bacteria, viruses, algae, fungi, yeasts and protozoa.

**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.

## Appendix 4: References

Fraser Health. *Food Service Establishment Application Package.*

[www.fraserhealth.ca/media/Food%20Service%20Establishment%20Application%20Package%20-%20Rev%20October%202010.pdf](http://www.fraserhealth.ca/media/Food%20Service%20Establishment%20Application%20Package%20-%20Rev%20October%202010.pdf)

Interior Health. *Writing a Sanitation Plan.*

[www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/Writing%20a%20Sanitation%20Plan.pdf](http://www.interiorhealth.ca/YourEnvironment/FoodSafety/Documents/Writing%20a%20Sanitation%20Plan.pdf)

Island Health. *Writing a Sanitation Plan.*

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Northern Health. *Supporting Information and Documentation.*

[northernhealth.ca/Portals/0/Your\\_Health/Programs/EnvironmentalHealth/Application%20Forms/Food%20Application%20Package/Supporting%20Documentation.PDF](http://northernhealth.ca/Portals/0/Your_Health/Programs/EnvironmentalHealth/Application%20Forms/Food%20Application%20Package/Supporting%20Documentation.PDF)

Vancouver Coastal Health. *Guidelines for Food Safety Management Plans.*

[www.vch.ca/media/Guidelines\\_FoodSafetyManagementPlans.pdf](http://www.vch.ca/media/Guidelines_FoodSafetyManagementPlans.pdf)