

Writing a Sanitation Plan

All food service establishment operators are required to develop written sanitation procedures to assist with the safe and sanitary operation of the establishment. These plans can vary in complexity and can be written using a variety of different formats. To assist you in preparing your plan, a template is included at the end of this document. However, you should organize your sanitation plan in a format that works best for you. Ultimately a sanitation plan must have 3 components:

1. Cleaners and sanitizers
2. Pesticides
3. Sanitation Procedures

1. Cleaners and Sanitizers

List the cleaning and sanitizing agents you will use, what they will be used for, their concentrations and the instructions on how to make up the solutions.

Cleaning Agents – these are used to remove visible contamination such as dirt, oil, grease, or other debris. Some examples include soap, degreasers, oven cleaner, and glass cleaner. Cleaning agents do not destroy harmful microorganisms.

Sanitizing Agents – these are used to destroy harmful microorganisms. Common examples include chlorine bleach and quats (quaternary ammonia), but there are other types of sanitizers available that can be used in a food facility. Sanitizing agents need to be used at appropriate concentrations. Use enough of the sanitizer to do the job, but not so much that it becomes toxic.

Test strips can be used to verify that the solution contains the correct concentration.

Here is an example of a sanitizing agent, the instructions for mixing, and it's intended use:

Cleaning or Sanitizing Agent	Instructions for mixing	Intended Use
100 ppm Bleach Solution	<ul style="list-style-type: none"> • 2 ml (1/2 tsp) of household bleach added to 1 litre of water mixed in a spray bottle • Verify concentration with a test strip. • Make solution fresh daily. 	Used to sanitize: <ul style="list-style-type: none"> • cutting boards • cooler door handles • <i>continue listing items</i>

2. Pesticides

List pesticides that are used in the facility, including what they are used for and how they are stored.

Name of Pesticide	Intended Use	Storage Requirements
Fly Bait	<ul style="list-style-type: none"> Bait is applied to garbage area monthly. Bait is applied according to the manufacturer's directions on the package. 	<ul style="list-style-type: none"> Stored in original container with lid on Do not transfer to another container Product kept in designated area in basement

3. Sanitation Procedures

Describe the cleaning and sanitizing requirements for the equipment, utensils and surfaces in the facility.

Items that come in direct contact with food (known as food contact surfaces) must be cleaned and sanitized. Surfaces like floors and walls usually only require cleaning.

Here is an example:

Item to be Cleaned/Sanitized	Procedure	Frequency
Cutting Board	<ul style="list-style-type: none"> wash with soap and water solution rinse with clean water spray with 100 ppm bleach solution and allow to air dry 	Every 4 hours
Cooler Door Handles	<ul style="list-style-type: none"> wash with soap and water solution rinse with clean water spray with 100 ppm bleach solution and allow to air dry 	End of shift or as required

Sanitation Plan Template

Verify that your sanitation plan is complete by asking the following questions:

- Does the Sanitation Plan list all cleaners and sanitizers with the proper concentrations?
- Does the sanitation plan identify pesticides being used and their storage requirements?
- Are there provisions for employees to assess sanitizer concentrations?
- Does the sanitation plan include procedures for cleaning and sanitizing equipment and the facility?

Sanitation Plan

Part 1: List of Cleaning and Sanitizing Agents

Cleaning or Sanitizing Agent	Instructions for mixing	Used on following Items

**Test paper may be used to check the proper concentration.*

** Make sure bleach solutions are fresh as chlorine strength can weaken quickly*

Part 2: List of Pesticides

Name of Pesticide	Intended Use	Storage Requirements

